CATALOG 2012–2013

WASHINGTON BIBLE COLLEGE

6511 PRINCESS GARDEN PARKWAY | LANHAM, MD 20706 | 1.877.793.7227 | www.bible.edu

Learn. Live. Lead.

by the

Book

A Message from the President

Dear Prospective Student,

For most students, college is an important step toward defining and discovering one's career path. The most important consideration in choosing a career is determining the will of God. All of us should concern ourselves with the will of God and the Word of God. If we know the Word of God, we will know God's will. We all need to be students of the Word of God, and what better place than at Washington Bible College!

Come to Washington Bible College:

- To study His Word and become better equipped to serve Christ wherever God leads you in your journey of life.
- To study under faculty who love Christ and love His Word.
- To experience iron-sharpening-iron (Proverbs 27:17) with fellow students in the classroom, studying together in the library, or working out together in the gym.
- To be challenged in chapels as you will meet missionaries and pastors who serve around the world.
- To gain potential life-long spiritual friends and prayer partners.

His servant and yours,

Dr. George Harton
President
Washington Bible College

Academic Calendar

WBC/CBS Fall 2012

August 14 (Tue.) ..... Registration (Virginia/extension)
August 16 (Thu.) ..... Registration (Lanham)
August 20 (Mon.) ..... Regular Classes Begin
September 3 (Mon.) ..... Labor Day
October 15–19 (Mon.–Fri.) ..... Fall Break
November 5 (Mon.) ..... Spring Registration Begins
November 20–23 (Tue.–Fri.) ..... Thanksgiving Break
December 7 (Fri.) ..... Last Day of Regular Classes
December 10–14 (Mon.–Fri.) ..... Final Exam Week
December 14 (Fri.) ..... Last Day of Final Exams

WBC/CBS Spring 2013

January 15 (Tue.) ..... Registration (Virginia/extension)
January 17 (Thur.) ..... Registration (Lanham)
January 21 (Mon.) ..... Martin Luther King, Jr. Holiday
January 22 (Tue.) ..... Regular Classes Begin
March 5–7 (Tue.–Thur.) ..... Missions Conference
March 18–22 (Mon.–Fri.) ..... Spring Break
March 29 (Fri.) ..... Easter Break
April 1 (Mon.) ..... Fall Registration Begins
May 10 (Fri.) ..... Last Day of Regular Classes
May 13–17 (Mon.–Fri.) ..... Final Exam Week
May 16 (Thu.) ..... Last Day of Final Exams for Graduates
May 17 (Fri.) ..... Last Day of Final Exams
May 18 (Sat.) ..... Commencement

While every effort is made to ensure the accuracy of the information in this catalog, Washington Bible College has the right to make changes at any time without prior notice. The catalog is for purposes of information and does not constitute the irrevocable terms of a contract between the College and current or prospective students. There are established procedures for making changes, procedures that protect the College's integrity and the individual student's interests and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accommodated with the span of years normally required for graduation.

Table of Contents

Academic Calendar ..... **iv**

Communications Directory ..... **ix**

Campus Map (Lanham) ..... **x**

Visitors, Welcome! ..... **xi**

Background **1**

OUR PHILOSOPHY AND MISSION 1
OUR HISTORY 1
OUR LOCATIONS 1
NEARBY ATTRACTIONS 2
OUR PURPOSE 2
OUR GOALS 2
OUR DOCTRINAL POSITION 3
IMPORTANT NOTICE TO APPLICANTS: 4
OUR ACCREDITATION AND ACADEMIC RECOGNITION 5
OUR SEMINARY 6

Student Life **7**

STUDENT BODY 7
SPIRITUAL EMPHASIS 7
BOOKSTORE 7
FIELD EDUCATION 7
MAIN CAMPUS AND BUILDINGS 8
ATHLETIC PROGRAM 9
HEALTH SERVICE 10
CAMPUS ORGANIZATIONS 10
COMMUNITY GUIDELINES 10
ALUMNI ASSOCIATION 10

Admissions Information **11**

ACADEMIC STANDARDS 11
ADMISSIONS POLICIES 11
Advanced Placement 11
Early Admission 12
Home-schooled Students 12
Concurrent Enrollment 12

ADMISSIONS CLASSIFICATIONS 13
Transfer Students 13
Veterans 14
RESIDENCY 14
HEALTH 14
EQUAL OPPORTUNITY 15
COMPLETION/GRADUATION RATE 15
REGISTRATION 15
READMISSION 15
CAMPUS VISITS 15
HOW TO APPLY 16
Application Process for U.S. Citizens and Permanent Residents 16
Application Process for International Students 16

Financial Information 18

STUDENT COSTS 2012–13 ACADEMIC YEAR 18
GENERAL EXPENSES 18
FINANCIAL POLICIES 18
Payment of Accounts 18
Refunds 18
Cost Adjustments 19
FINANCIAL AID 19
FEDERAL PROGRAMS 19
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY 20
UNSATISFACTORY ACADEMIC PROGRESS 21
HOW TO APPLY FOR AID 21
R2T4 RETURN POLICY (OR WITHDRAWALS) 21
STATE PROGRAMS 22
MILITARY AND VETERANS BENEFITS 23
INSTITUTIONAL SCHOLARSHIPS 23

Academic Information 29

CURRICULUM PHILOSOPHY 29
PROGRAMS OF STUDY 29
REQUIREMENTS FOR GRADUATION 29
Certificate in Biblical Studies Requirements 29
Associate of Arts Degree Requirements 30
Bachelor of Arts Degree Requirements 30
Explanation of Christian Character Requirement 30
ACADEMIC POLICIES 30
Student Classification 30
Marking System 31
Grade Point System 31
Academic Achievement 32

Cumulative Grade Point Averages ... 32
Academic Load/Employment ... 32
Completion of Course Work ... 33
Transfer Credit ... 33
Class Attendance ... 33
Applied Music Lessons ... 33
College-Sponsored Teams ... 34
Appeals ... 34
Grades ... 34
Independent Studies ... 34
Transcript Service ... 34
Course Cancellation ... 34
Academic Honors ... 34
Course Withdrawal ... 35
Withdrawal from College ... 35
Student Conduct ... 35
Cheating ... 35
Plagiarism ... 35
BACHELOR OF ARTS DEGREE ... 36
CAMPUS MISSIONS EMPHASIS ... 40
ACADEMIC DEPARTMENTS ... 40

Bachelor of Arts Degrees ... 41

Department of General Studies ... 42

DEGREE COMPLETION OPTION
(for transfer students in the traditional program) ... 42

Department of Bible & Theology ... 43

BIBLE/THEOLOGY ... 44
ACCELERATED PRE-SEMINARY ... 45
PASTORAL MINISTRIES ... 47

Department of Professional Studies ... 49

DEPARTMENT OF PSYCHOLOGY AND COUNSELING ... 49
COUNSELING ... 50
ACCELERATED COUNSELING TRACK ... 51

General Studies ... 53

Youth Ministry ... 54

YOUTH AND SPORTS MINISTRY TRACK ... 55
ACCELERATED YOUTH MINISTRIES TRACK ... 57

Bachelor of Arts in General Studies ... 59

BUSINESS ADMINISTRATION ... 59

Other Degree Programs **61**
ASSOCIATE OF ARTS DEGREE 61
CERTIFICATE IN BIBLICAL STUDIES 62

Adult Degree Completion Program (ADCP) **64**
Required General Education Core for ADCP Majors 65
Bachelor of Arts in Biblical Studies – Biblical Studies Concentration (ADCP) 65
Bachelor of Arts in General Studies – Business Administration Concentration (ADCP) 66

Course Descriptions for ADCP **67**

Course Descriptions for Traditional Programs **72**

Faculty and Academic Administration **103**

Board of Directors 2012 ..... **107**

College Administration **108**

President's Council **108**

Policy on Disclosure of Student Records **109**
I. DEFINITIONS 109
II. STUDENT ACCESS TO RECORDS 110
III. LIMITED DISCLOSURE 111
IV. HOW TO CORRECT EDUCATION RECORDS 113
V. RIGHT TO FILE COMPLAINT 114

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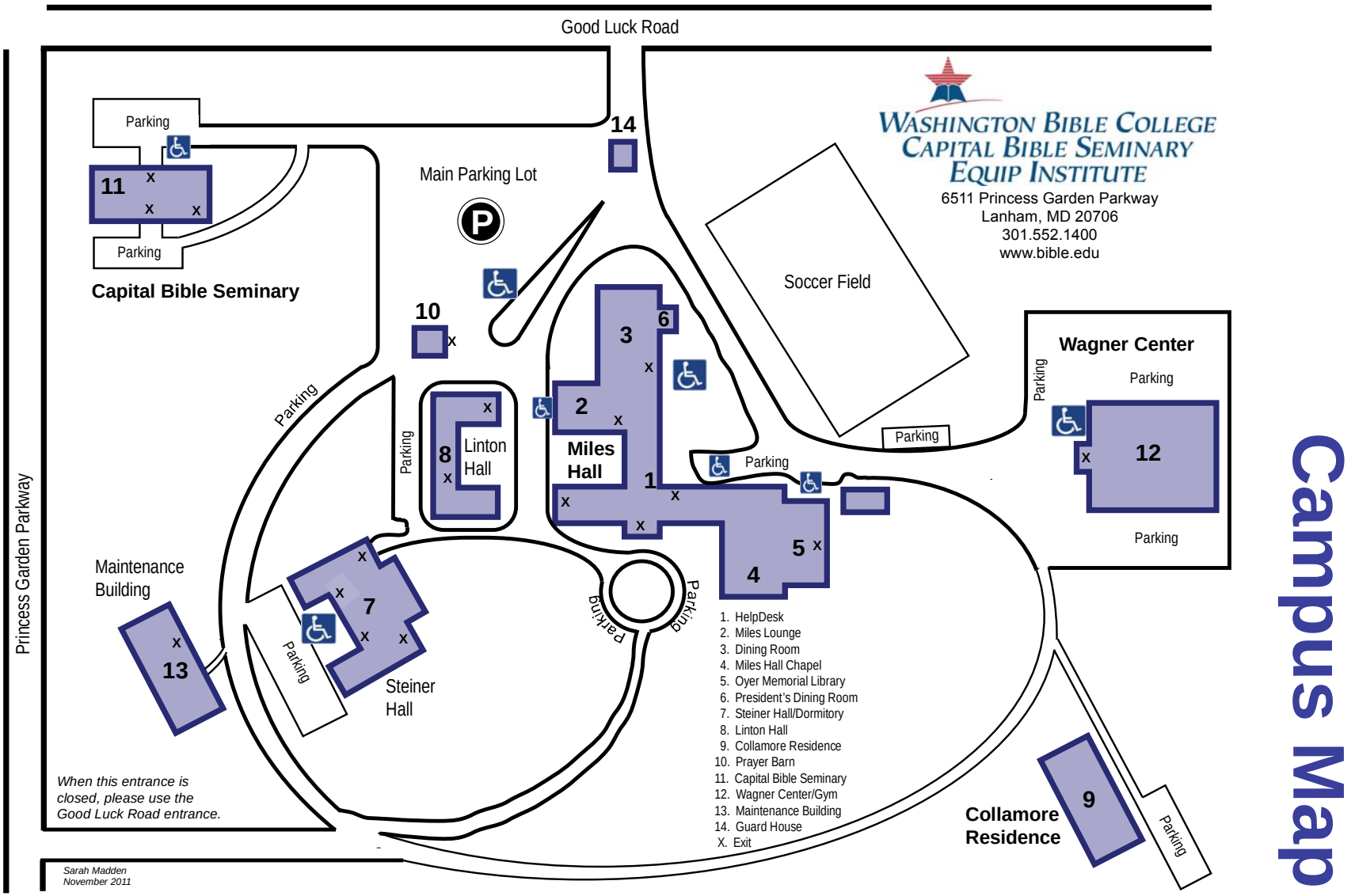
Communications Directory

Main switchboard number: 301.552.1400. Direct dial number: 240.387 + extension.
NOTE: E-mail is often the best way to reach someone.

If you cannot reach the person or department you need, contact the Help Desk at "0" or helpdesk@bible.edu.

Department	E-mail or Web Site (if available)	Extension
Academic Affairs	iAcademics@bible.edu	1224 (WBC); 1270 (CBS)
Adult Degree Completion Program (ADCP)	degreecompletion@bible.edu	1213
Admissions	iAdmissions@bible.edu	1280 or 1212
Alumni	alumni@bible.edu	1255
Athletic Department	iAthletics@bible.edu	1283
Bookstore	bookstore.mbsdirect.net/bible.htm	*Order your books online!*
Business Office	iBusinessoffice@bible.edu	1422
Campus Safety & Security		1415
Capital Bible Seminary	iAdmissions@bible.edu	1293
Capitol Area Conference Center	cacc@bible.edu	1227
Dean of Students		1211
Development	www.bible.edu > Donate	1201
Equip Institute (Adult Ed)	iEquip@bible.edu	
Field Education	iFielded@bible.edu	1293
Financial Aid	iFinancialAid@bible.edu	1222
Food Service	bkeith@bible.edu	1230
Help Desk	helpdesk@bible.edu	"0"
Human Resources	humanresources@bible.edu	1430
Information Technology	iRequest@bible.edu	1241
Library	iLibrary@bible.edu	1231
Mailroom	helpdesk@bible.edu	"0"
Maintenance	iRequest@bible.edu	1247
Military and Veterans Benefits	iVetServices@Bible.edu	1222
President's Office		1201
Registrar's Office	iRegister@bible.edu	1279 or 1208
Security		1.301.366.3105
Student Accounts	iStudentaccounts@bible.edu	1243
Student Life & Development	helpdesk@bible.edu	
Writing Center	iWritingcenter@bible.edu	Miles Room 120

Campus Map (Lanham)



Campus Map

Visitors, Welcome!

A visit to our campus is of great value
in finalizing your decision about college!

You may:

Join us for Chapel
Tour our Campus
Visit a Class
Talk with Professors
Discuss Financial Aid
Meet our Admissions Team
Learn about Student Life
Eat with Students
Spend a Night in the Dorm

Contact:

Admissions Office
Washington Bible College
6511 Princess Garden Parkway
Lanham, MD 20706
iAdmissions@bible.edu
www.bible.edu
1.877.793.7227, x1280

Background

OUR PHILOSOPHY AND MISSION

The basic concept behind the Bible college movement is that the fundamental educational program of the Christian needs to be the study of the Word of God. This is not a novel idea. In the early educational institutions of America, the Bible was the central textbook, and knowledge of its teachings was held essential for society.

Individuals who are committed to being what God wants them to be, whether in secular positions or full-time Christian ministries, consider carefully the importance of the Word of God in their preparation for life. Usefulness for God comes from a love for God, which is marked by yielding to and obeying Him. These qualities are only developed through a knowledge of and response to the Word of God.

Washington Bible College/Capital Bible Seminary is an evangelical Christian, multidenominational, and multi-ethnic educational community dedicated to preparing men and women for local and worldwide service to God and humanity. College and Seminary programs equip students with a biblical worldview and prepare them for effective vocational service and lay ministry. The educational climate emphasizes biblical content and application, academic excellence, intellectual and spiritual maturity, leadership development, and the ability to function as productive members of a multicultural society.

OUR HISTORY

Washington Bible College was established to provide an opportunity for the study of the Word of God. Our founders' vision to emphasize the Bible is perpetuated through the statement that "first emphasis shall be upon Bible courses." "All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work." *2 Timothy 3:16–17*

In the early 1920s, three Bible institutes existed in Washington, D.C. One had a burden for reaching the Jewish community. Another placed its emphasis on correspondence courses and home Bible study. The third institute stressed Bible training to prepare full-time Christian workers in this country and abroad. In 1938, the three schools were merged to form the present institution.

The expansion of the training program took place in 1946 when the Washington campus was purchased and a three-year Bible institute program was inaugurated. A fourth year was added to the program in 1953. In 1956, the name was changed from Washington Bible Institute to Washington Bible College. In1958, the graduate school, Capital Bible Seminary, was founded. In 1969, the College and Seminary moved to the present 63-acre site in Lanham, Md.

OUR LOCATIONS

The Washington, D.C., metropolitan area is ideally located, providing students access to a wide variety of service and internship opportunities, churches and ministry groups, and exposure to national politics, monuments and memorials, the arts, museums and galleries, parks, and a diverse array of shopping and dining options.

The main campus, located in Lanham, Md., is within a 25-minute drive from Washington, D.C., Baltimore, and Annapolis. The main campus provides dormitory housing, apartments for married students, classrooms, student services, Admissions department, library with computer lab, athletic facilities, chapel, prayer barn, administrative support services, lounge, and dining hall.

WBC/CBS has an extension location in Springfield, Va., just minutes from Washington, D.C. This location provides classrooms, library, student services, and administrative support services. Limited course offerings are also available at Riva Trace Baptist Church in Davidsonville, Md. The addresses of our main campuses are:

- **Maryland (Main Campus)**
  6511 Princess Garden Parkway
  Lanham, MD 20706
  301.552.1400
- **Virginia (Extension Location)**
  8001 Forbes Place, Suite 111
  Springfield, VA 22151
  703.752.1624

NEARBY ATTRACTIONS

There are many cultural events and attractions that are unique to the city of Washington, D.C. The Capitol, the Washington Monument, the Lincoln Memorial, and other buildings form only a small part of Washington's cultural life. The Smithsonian Institution, the National Gallery of Art, the National Zoological Gardens, the John F. Kennedy Center for the Performing Arts, the Library of Congress, and the Folger Shakespeare Library are but a few of the many institutions of national interest. Regular concerts are given in the Kennedy Center by the National Symphony Orchestra, as well as by visiting orchestras and outstanding solo artists. Various military bands and orchestras also regularly give free concerts. Numerous programs of sacred music are presented at area churches.

OUR PURPOSE

The purpose of Washington Bible College is to teach Christian men and women the Bible and equip them with the general education and experience necessary to serve the Church and contribute as professionals to a multicultural society.

OUR GOALS

To fulfill its purpose, Washington Bible College in its undergraduate program has the following goals:

- **Biblical Truth** – To promote a thorough knowledge of the Bible, theology, and the skills related to the acquisition of spiritual truth that will aid in the development of a worldview that enhances all areas of life and provides the basis for service.
- **Academic Excellence** – To foster a learning community that encourages academic and intellectual proficiency through knowledge acquisition, critical thinking, informed discussion, and personal research, with the goal of developing lifelong learners.
- **Spiritual Development** – To encourage spiritual formation among the members of its community so that the relationship individuals pursue with the living Christ may be reflected in godly character, attitude, and service.
- **Relational Development** – To encourage supportive relationships within a diverse community to serve as a model for building relationships in a constantly changing world.
- **Preparation for Service** – To develop among students, faculty, and staff an attitude of and competency for particular service that demonstrates the love of Christ to the global community.

OUR DOCTRINAL POSITION

Every Bible college teaches the Word of God within some doctrinal framework. The doctrinal position of Washington Bible College is that of conservative, evangelical Christianity. We rest firmly in the integrity and inerrancy of the Scriptures and support the historic doctrines of Protestant Christian faith. Members of the faculty sign their agreement with this entire statement annually and teach these doctrines in the classroom.

1. The Scriptures

We believe the Bible is the inerrant Word of God, verbally inspired in the whole and in the parts, the all-sufficient rule of faith and practice (2 Timothy 3:16; 2 Peter 1:20–21).

2. God

We believe in one God, eternally existing in three Persons, Father, Son, and Holy Spirit, who created all things (Matthew 28:19–20; Acts 5:3–4; Hebrews 1:1–3; Genesis 1:1).

We believe in the historicity of the entire narrative of Genesis, including God's creation of the material universe in six literal days, a literal Adam and Eve as the parents of all mankind, a literal fall, and a universal flood (Exodus 20:9–11; Romans 5:12; 2 Peter 2:5).

We believe in the virgin birth, the sinless perfection, the bodily resurrection and ascension into heaven of Jesus Christ, and in His present life there for us as High Priest and Advocate (Matthew 1:20–23; 2 Corinthians 5:21; 1 Corinthians 15:3–4; Acts 1:9; Romans 8:34).

3. Man

We believe that man was created in the image of God, that he disobeyed God and thereby incurred spiritual death, which is separation from God, and also physical death as a consequence; and that all the Adamic race are sinners by nature and practice (Genesis 1:26–27; Romans 5:12–19; 7:15–21).

4. Angels

We believe that God created sinless, spiritual beings called angels to worship and serve Him (Colossians 1:16; Isaiah 6:3; Hebrews 1:14). We believe that Satan and some of the angels became proud and were judged by God and that Satan now rules these fallen angels, called demons (1 Timothy 3:6; Matthew 25:41; Ephesians 6:11–12; 2 Corinthians 4:4).

5. Salvation

We believe that the Lord Jesus Christ died for our sins as a vicarious, substitutionary sacrifice, and that all who believe in Him are justified on the basis of His shed blood, and are born of the Holy Spirit and thereby become the children of God (Romans 5:8–9; 1 Corinthians 15:3; 2 Corinthians 5:21;Romans 3:24–26; John 3:3–6; John 1:12).

We believe those born again by the Spirit of God have eternal salvation and can never be lost (Romans 8:28–39; John 10:27–30; Romans 5:1–11).

6. The Church

We believe the Church is an elect company of believers baptized by the Holy Spirit into one body; its mission is to witness concerning its head, Jesus Christ, preaching the Gospel among all nations (Ephesians 1:3–4;1 Corinthians 12:13; Acts 1:8).
We believe that water baptism and the Lord's Supper are the ordinances of the Church in this age (1 Corinthians 11:23–26; Acts 2:41).

We believe the Christian is not under the Law but that the grace of God is sufficient for the maintenance of a life of obedience to the Word of God (Romans 6:14; John 14:15; 2 Peter 3:18).

We believe that the Holy Spirit indwells, seals, and gives spiritual gifts to every believer; and that He guides, fills, teaches, and enables every believer to do the will of God as the believer trusts and obeys the Spirit (Romans 8:9; Ephesians

4:30;1 Corinthians 12:7–11; Galatians 5:16–18; Ephesians 5:18; 1 John 2:27).

We believe the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary and that speaking in tongues was never the common or necessary sign of the baptism or the filling of the Holy Spirit (Ephesians 2:20; Hebrews 2:3–4; 1 Corinthians 14:1–40).

We believe that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection (1 Corinthians 15:50–54; 2 Corinthians 12:7–10).

We believe that God frequently chooses to answer the prayer of believers for physical healing (James 5:14–18).

7. Last Things

We believe the order of the end time events will be as follows: (1) the personal, physical return of Jesus Christ to rapture the Church; (2) the seven year tribulation period; (3) the personal, visible return of Jesus Christ to the earth to establish His earthly kingdom, which will continue for 1,000 years; (4) the final judgment and eternal state (1 Thessalonians 4:13–18; Daniel 9:24–27; 1 Thessalonians 5:9; Revelation 3:10; Matthew 24:5–21; Revelation 6:1–19:21; Isaiah 11:1-10; Revelation 19:11–21; 20:1–3, 11–15; 21:1–22:5).

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost (Daniel 12:1–2; Revelation 21:1–22:5; 1 Thessalonians 4:17; 1 Corinthians 15:20–58; Matthew 25:41, 46; John 5:28–29; Revelation 20:11–15).

IMPORTANT NOTICE TO APPLICANTS:

To study and graduate from the College, students need to be in essential agreement with the preceding doctrinal statement. Essential agreement with the doctrinal statement allows for evangelicals from many denominations to study and graduate from WBC, which was the original intent of the founders.

Essential agreement with the doctrinal statement means that while students may have other views on creation (#2), the security of the believer (#5), the sign gifts (#6), and the end time events (#7), they are in agreement with the doctrinal statement in every other area.

Students at WBC are required to respect WBC's views even if they do not agree with some of them. Respect includes not being argumentative in the classroom and not actively promoting a different position or proselytizing other students. The present-day phenomenon of tongues speaking as practiced by some Christians is not permitted on campus.

OUR ACCREDITATION AND ACADEMIC RECOGNITION

Washington Bible College/Capital Bible Seminary is regionally accredited by the Middle States Commission on Higher Education (2007). MSCHE is an accrediting body recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA).

Washington Bible College is accredited through membership in the Association for Biblical Higher Education, the agency recognized by the United States Department of Education as the official accrediting agency for undergraduate biblical education. The Department of Education lists Washington Bible College in its Education Directory of accredited colleges and universities.

The Association for Biblical Higher Education (ABHE) is a member of the Council on Higher Education Accreditation (CHEA) and is recognized by the Council as the institutional accrediting agency for Bible colleges. ABHE enjoys equal standing in CHEA's Assembly of Institutional Accrediting Bodies, along with regional and other national accrediting agencies. The Association for Biblical Higher Education is also a constituent member of the American Council of Education. The Council lists Washington Bible College in its directory of accredited colleges.

The College is recognized by the Maryland Higher Education Commission and authorized by that agency to confer degrees. The Maryland Higher Education Commission recommends that appropriate transfer credit be considered at all accredited Maryland colleges.

Washington Bible College is a member college of the Association of Christian Schools International (ACSI). Teacher Education and Guidance Counseling graduates receive ACSI certification upon graduation. Graduates in other programs may apply for ACSI certification, as well.

Addresses for these accrediting agencies are:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Phone: 215.662.5606 • www.msche.org

Commission on Accreditation of the Association for Biblical Higher Education
5575 South Semoran Boulevard, Suite 26
PO Box 780339 (32878-0339)
Orlando, FL 32822
Phone: 407.207.0808 • www.abhe.org

ACSI National/International Headquarters
PO Box 65130
Colorado Springs, CO 80962-5130
Phone: 719.528.6906 • www.acsi.org

Maryland Higher Education Commission
6 North Liberty Street
Baltimore, MD 21201
Phone: 410.767.3301 • www.mhec.state.md.us

OUR SEMINARY

Capital Bible Seminary (CBS) began in 1958 to provide graduate-level seminary education on the East Coast in a nondenominational atmosphere, and to take advantage of undergraduate biblical education by building on the Bible, theology, and Greek curricula provided to Bible majors and minors. A curriculum subsequently was developed to meet the needs of both secular college and Christian college graduates.

CBS is accredited by the Middles States Commission on Higher Education (MSCHE) and by the Association of Theological Schools (ATS).

The educational philosophy of Capital Bible Seminary is marked by three distinctives:

- The Bible is the heart of the curriculum. The absolute inerrancy and authority of the Scriptures are paramount.
- The doctrinal distinctives of the Seminary are upheld by the faculty and communicated to the students.
- Practical Christian service is modeled by a faculty with a deep love for God and His Word.

The Seminary offers classes on the Lanham campus, at local churches in Davidsonville, Md., and in Northern Virginia. Students may pursue a Biblical Studies, Counseling, or Ministry Leadership Certificate, Master of Arts degree in Ministry Leadership, Christian Counseling and Discipleship, or Biblical Studies, Master of Divinity, and/or Master of Theology. WBC graduates may qualify for up to one year's advanced standing.

For more information on the Seminary, contact the Office of Admissions at 301.552.1400, ext. 1212 or 1280, or e-mail iAdmissions@bible.edu.

Addresses for these accrediting agencies are:

Middle States Commission on Higher Education
3624 Market Street, 2nd Floor West
Philadelphia, PA 19104
Phone: 267.284.5000 • www.msche.org

Association of Theological Schools
10 Summit Park Drive
Pittsburgh, PA 15275-1103
Phone: 412.788.6505 • www.ats.edu

The Association for Biblical Higher Education
5850 T G Lee Blvd, Suite 130
Orlando FL 32822
Phone: 407.207.0808 • www@abhe.org

Student Life

STUDENT BODY

At Washington Bible College, hundreds of multicultural, multiethnic students are enrolled in the study of the Word of God. They come from a variety of church backgrounds, states, and foreign countries — all with the common goal of preparing for ministry.

Some 25 percent of our students live on campus. Fifty percent of the student body is enrolled full-time. With classes offered in the days, evenings, and weekends, in traditional classroom, online, and hybrid settings, the College is able to accommodate many students.

SPIRITUAL EMPHASIS

The desire of Washington Bible College is to give its students not only a thorough and comprehensive education, but also a depth of personal devotion to the Lord. For this purpose, the College fosters a program of spiritual emphasis throughout all of its activities.

Classes begin with prayer, and extended times of prayer are held at the College regularly. The Prayer Barn, dedicated in 2005, is open daily to give students a place to pray individually or corporately. “Commitment to Grow” (CTG) groups, small group Bible studies, and accountability groups are an active part of campus life designed to foster a vibrant atmosphere of spiritual life. Students are encouraged to have personal devotions and meditation on a daily basis, and special programs are held to encourage the students in their devotional lives and service throughout the academic year.

Chapel services are also held throughout the week to provide students with opportunities to grow in grace, as many faculty and guest speakers share the Word of God.

Students are required to be involved in student ministries as part of the regular curriculum. Ministries are coordinated through the Field Education Office, part of the Office of Student Life and Development.

All students are also required to participate in periodic spiritual self-assessment and discuss their spiritual development with their faculty advisers.

BOOKSTORE

Order and sell back your books online through MBS Direct. Go to bookstore.mbsdirect.net/bible.htm.

FIELD EDUCATION

Field Education is an integral part of the Bible College experience. It allows students to exercise classroom theory in a practical ministry setting. Students are urged to be involved in ministries that coincide with their chosen program in preparation for a lifetime of Christian service.

Students are required to perform one Field Education assignment for every fifteen hours of course credit taken. Full-time students should register for Field Education each semester to ensure that they complete their requirements by graduation.

Students may be involved in various ministries for Field Education credit. For more information, contact the Office of Field Education at iFielded@bible.edu.

MAIN CAMPUS AND BUILDINGS

The Campus. The College campus in Lanham, Md., is a beautiful 63-acre tract of land situated only one mile from the Capital Beltway. One-half of the area is wooded. The campus allows for jogging, bicycling, and enjoying nature. It is nestled in a suburban residential community easily accessible by public transportation to the heart of the rapidly expanding metropolitan Washington, D.C., area.

Miles Hall. This building is named in memory of Dr. George A. Miles, who served as President of Washington Bible College from 1944 to 1984. Miles Hall is the center of activity of the College, housing the chapel, dining room, student lounge, Admissions Office, administrative offices, student mailroom, and library.

Oyer Memorial Library. The Oyer Memorial Library provides physical and virtual access to a wide range of services. Included in these are access to the school's book and non-book collections, access to numerous online resources for research, and online access to many of the fine facilities that abound in the Washington, D.C., area. The main library is located in Lanham, Md., on the lower level of Miles Hall. Within 30 minutes' driving distance is the Library of Congress, the world's largest and greatest library, with a total of over 33 million books.

The library Web page on www.bible.edu offers a variety of resources, including our OMEGA catalog, Web Resources including 15,000 full-text eBooks, and research databases. Our collection contains over 90,000 volumes that have a decidedly evangelical flavor. Its strengths are in biblical studies, biblical languages, missions, counseling, and church music. A number of electronic databases are available to faculty members, staff, and students through on-campus and remote access. The library has a wireless network and a computer lab whose computers contain databases that provide access to more than 50,000 journals. Most journal articles may be downloaded full-text. Adaptive technology is available as well.

A satellite library is located in the school extension facilities at Forbes Place in Springfield, Virginia. It provides classes to our Northern Virginia seminary students and a small library that upholds the school's course requirements. The Lanham and the Forbes Place campuses also provide intralibrary loans between our locations as well as interlibrary loan from other institutions. Capital Bible Seminary is also a member of the Washington Theological Consortium. One of the benefits of this membership is that CBS students have full borrowing privileges from twelve other metropolitan area seminary libraries. Current students may obtain the required authorization forms at the Oyer Memorial Library or at the CBS Extension Offices in Springfield.

The Prayer Barn. "The Jonathan Schuppe Prayer Barn," named in memory of a former student, provides an on-campus site open 7 a.m. to 11 p.m. every day and dedicated exclusively to prayer.

Steiner Hall. The main dormitory building on campus can house up to 98 students. Set up in a suite fashion, housing units are in groups of three with shared bathroom and common area. Each floor has laundry facilities and a lounge suitable for group activities. Staffing for each floor includes resident community leaders (RCLs) and a resident director. The building is dedicated to the memory of Pete Steiner, a former student.

Collamore Residence. The Edward W. Collamore Memorial Residence provides 12 efficiency apartments for married students and four apartments for staff members. Each efficiency apartment has a bathroom and kitchenette.

Wagner Center. This 28,000 square foot multipurpose building houses basketball, volleyball, racquetball, and weight training facilities. It is also home to the Fitness Center and Snack Shop, where students can work out, receive training from personal trainers, and cheer for the school's varsity sports teams. The Athletic Offices, Sports Ministry Department, guest rooms for visiting teams, and classrooms are also housed in Wagner. As an auditorium, the Wagner Center accommodates up to 2,400 for special events such as seminars, concerts, and banquets. The Wagner Center is named after the first full-time president of WBC, Glenn W. Wagner.

Maintenance Building. This building hosts the Facility Manager's office. Here the office of the Director of Buildings and Grounds, the carpenters' shop, and the mechanics' shop are located.

Seminary Building. The three-story Capital Bible Seminary building is also located on campus.

ATHLETIC PROGRAM

The Washington Bible College Athletic Department works together with the Sports Ministry program to provide students the opportunity to experience college athletics and to pursue "sports as a tool for ministry." WBC fields teams in men's basketball and women's volleyball. All teams belong to the Shenandoah & Chesapeake Conference and the Small Bible College Athletic Association. Varsity participation is open to full-time students who meet basic eligibility requirements. Competition is scheduled with both Christian and secular colleges, providing occasions for both fellowship and ministry. In addition to intercollegiate athletic programming, the Fitness Center also offers opportunity for intramural participation and club teams in a variety of sports. Physical education/health is a required component of WBC's general education program.

HEALTH SERVICE

In times of need, the institution refers students to the medical services available through local physicians or hospitals. Students are encouraged to secure medical services, when necessary, from their own physicians.

The services of the Washington area's many fine hospitals are available in an emergency. All residential students and athletes are required to carry an adequate health insurance plan. Students may meet this requirement either by purchasing the health insurance coverage of their choice or by taking advantage of the group coverage made available by Washington Bible College/Capital Bible Seminary. Commuter students are also encouraged to carry adequate health insurance and may participate in the student plan.

CAMPUS ORGANIZATIONS

Student Council. The representative agency of the student body is the Student Council. The Student Council plans activities for students, assists in sponsoring the yearbook, and assists the Faculty and Administration in maintaining the spirit and purpose of the college and seminary.

College Choir. Ministry in music has proven to be an effective way of presenting the gospel of Jesus Christ, and the College Choir is actively involved in such a ministry. The Choir gives several special concerts on campus every year, all open to the public. Membership in the Choir is open to all students on the basis of audition.

COMMUNITY GUIDELINES

At the beginning of each year, each student is required to read and sign the *Community Guidelines* handbook, which provides the guidelines for student life and conduct at WBC.

Because we at WBC are a Christian community as well as an educational institution, our family life together is governed by a code of conduct. This is done so that we may be able to function together in harmony, that we may preserve a good testimony, and that we may each develop good habits of Christian discipline.

Questions regarding College guidelines should be directed to the Office of Student Life and Development. For more information regarding the student expectations, please refer to the Community Guidelines available at www.bible.edu.

ALUMNI ASSOCIATION

All graduates as well as former students who have earned at least 30 semester hours of credit are designated as Alumni of the College. The WBC/CBS Alumni Association, under the leadership of the Office of the President, serves the continued needs and interests of graduates. A placement service is maintained to give assistance in locating new avenues of ministry. Contact the Alumni Association at alumni@bible.edu.

Admissions Information

Because the purpose of Washington Bible College is to prepare men and women to be leaders in Christian service, prospective students are required to confirm the fact that they have accepted Christ as personal Savior.

It is also important that the applicant give evidence of a lifestyle that is consistent with Christian principles. To testify of this, confidential character references are required from individuals (other than relatives) whom the applicant has known at least one year, in addition to the completion of the essay section of the application.

Those who apply to WBC should be in general agreement with the College's Doctrinal Statement. The College recognizes that many prospective students may not be certain concerning their beliefs and encourages them to discuss this with their Admissions Counselor.

ACADEMIC STANDARDS

The general entrance requirement is a high school (secondary school) diploma representing a minimum of 15 units of credit with the minimum of a 2.0 cumulative average on a 4-point scale. It is recommended that an individual prepare for college-level work with these units: English, 4; social studies, 2; mathematics, 2; science, 2; electives, 5. Official transcripts are required.

Applicants who hold a high school equivalency diploma on the basis of the General Education Development (GED) tests are also considered for admission. Scores must total 225 with a minimum score of 45 in each section of the test. Official transcripts are required.

Applicants who are planning to enter the College as regular students are required to submit official scores of the SAT or ACT testing program. A combined score of 890 is required for the SAT or a composite score of 18 for the ACT. The only exceptions to this are those who have earned a minimum of 15 semester hours of college-level work with a 2.0 GPA or foreign students who have taken the Test of English as a Foreign Language (TOEFL) or the Test of Written English (TWE). A score of 550 is required on the written TOEFL/213 computerized/79 Internet based and 5 on the TWE.

The scores on the SAT or ACT along with the applicant's high school (secondary school) record are used by the Admissions Committee to determine the student's ability to do college-level work. A limited number of students will be accepted whose scores are below the stated requirements if it appears there are other factors that give the Committee reason to expect that the applicant may be able to succeed in college-level work. These factors include special aptitudes, leadership potential, maturity and experience, personal interview, nontraditional variables, and basic skills test.

In some cases, applicants who do not meet the stated requirements may be admitted with a limited load. Other lower-scoring applicants may be counseled to obtain a year of remedial course work before their application for admission to WBC can be considered.

ADMISSIONS POLICIES

Advanced Placement

The Advanced Placement Program (AP) of the College Entrance Board is offered to students who have taken college-level studies in high school. If students receive a rating of 3, 4, or 5, they may request credit at WBC for that subject. Arrangements for AP testing are made through high

school counselors. The College follows AP recommendations when granting credit.

The College will also consider for advanced placement the testing programs of the College Level Examination Program (CLEP), the military (USAFI/DANTES) Subject Standardized Tests (SSTs), and the American Council on Education's recommendations for educational experiences in the Armed Forces and in non-collegiate organizations.

AP, CLEP, and/or DANTES credit is given only for those courses that are reflected in the curriculum of Washington Bible College. A maximum of 15 semester hours of credit will be awarded through these tests. Scores must be sent directly from the testing agency to the College.

Early Admission

A few qualified students may be accepted each year for early admission from high school. In general, the student must have completed the eleventh year of high school, have a B average or better, have fewer than two units to complete for graduation, and have the permission of the high school stating that upon completion of these units in college-level work a high school diploma will be granted. These students are not eligible for several financial aid programs until they have received their high school (secondary school) diplomas.

Home-schooled Students

WBC welcomes applications from home- schooled students. Home-schooled students seeking admission immediately following completion of their secondary education have the same entrance requirements as all other students and should submit the same credentials and complete the same recommended curriculum.

Applicants not having official academic transcripts may submit the GED or a curriculum vitae in place of transcripts. Questions regarding academic transcripts or the curriculum vitae should be directed to the Director of Admissions.

In lieu of a parent filling out the teacher recommendation, home-schooled students should have a tutor or employer fill out the reference. If neither is available, someone in a position of authority in the student's church (deacon, elder, youth pastor) may complete the reference.

Concurrent Enrollment

Washington Bible College welcomes juniors and seniors from Christian schools and home schools to enroll concurrently in courses at WBC when the following conditions have been met:

1. The student must be enrolled concurrently at one of the above.
2. The student must have a written recommendation from an appropriate faculty member/individual indicating that the student has the ability to do Freshman-level work and that the student exhibits an appropriate level of maturity.
3. The student must have a minimum cumulative GPA of 3.0 (3.5 in Bible).
4. The student must have test scores indicating above-average ability. (PSAT, SAT scores should be above 1000. Other scores should indicate above grade-level ability.)
5. The student must apply to WBC and pay the application fee. (An academic record will be kept which will allow students to request transcripts.)
6. The student will be limited to one class the first semester. If the student makes satisfactory progress, "C" or better, the student may enroll in two classes the following semesters.
7. The student is limited to 100-level courses. Placement tests may apply.
8. When students are not in class or studying in the Library, they should be at their school/home.
9. Students who wish to check out books from the WBC library must apply for a library card and pay the appropriate fee.

If the above criteria have been met, students may also take an appropriate summer course if they desire. An adviser will be assigned to these special students to help them with course selection and to answer questions that may arise.

A 25 percent tuition reduction will be given to the student during the concurrent enrollment period only. Applied Music courses will not be discounted, however, and are subject to practice room fees; however, concurrent enrollment students will not pay WBC student service fees.

ADMISSIONS CLASSIFICATIONS

1. **Regular Student.** A student who meets all entrance requirements and is pursuing a certificate or degree program.
2. **Probationary Student.** A student permitted to enroll who does not meet all the admissions criteria but whom the Admissions Committee identifies as being likely to succeed. Reasons for anticipated success are documented in the student's file. A probationary student will be given two consecutive semesters to demonstrate academic success. A limited number of probationary students will be permitted to enroll each semester.
3. **Visiting Student.** A student not pursuing a certificate or degree program, but desiring to be admitted for part-time studies (a maximum of 6 credit hours per semester for two semesters). Visiting students who wish to continue must declare a program upon completing 12 hours.
4. **Auditor.** A student permitted to enroll in a course without being required to fulfill the normal course requirements in that course when it is taken for credit. No credit is granted. Abbreviated admissions credentials are required of those students who are only auditing courses.

   Husbands or wives of full-time students are permitted to audit one course free of charge per semester. Other auditors pay a reduced tuition cost for each course. Full-time Regular Students who have a 2.5 GPA or above may audit one course free of charge per semester; however, this course will not appear on the academic transcript.

Transfer Students

Students desiring to transfer to Washington Bible College from other Bible institutes, colleges, and universities must meet the Christian and academic requirements listed previously. They should also have official transcripts of their college-level work sent directly to the Director of Admissions of Washington Bible College. Faxed copies must be followed up by official copies for final acceptance. Transcripts will be evaluated in terms of the Washington Bible College curriculum, and credit will be allowed whenever possible for equivalent courses taken elsewhere. Work completed with a grade below "C" (2.0) is not transferable. Students may be asked to provide a catalog from their previous institution for the purpose of credit evaluation.

Students who wish to transfer from an institution that is not accredited may do so under the following conditions: subjects in Bible, theology, and in Bible-related fields such as evangelism and missions may be accepted for transfer on validation by residence; after completion of 30 semester hours of course work at WBC with at least a 2.0 GPA, the transfer of course work from the unaccredited institution will be finalized. Only the College Registrar may officially evaluate transcripts for transfer credit.

Transfer students must take at least 12 hours from the Bible-related requirements in residence at Washington Bible College. An evaluation of each student's transcript by the Bible Department chair in conjunction with the College Registrar will determine if any specific courses must be taken as part of this 12-hour minimum.

Subjects in general education taken at unaccredited institutions are transferable only by

examination (CLEP or DANTES). Contact the Registrar for details.

The transfer student should note that one full year of residency (30 semester hours), which includes the final 30 hours for any certificate or degree, is required for graduation from Washington Bible College.

The student who enrolls at Washington Bible College with the plan of transferring after a year or two to another institution should make this plan known to the Registrar at the time of registration. This will enable the Registrar to advise the student properly concerning the program of study, which should be worked out in terms of the requirements of the other college. WBC can only advise the student. Transfer of credit to another institution is determined solely by that institution. Students are advised to check with that institution about transfer of credit from WBC.

Veterans

Washington Bible College has been approved by the Maryland Higher Education Commission for the equipping of veterans who are entitled to educational benefits under existing laws.

Veterans wishing to attend Washington Bible College under the provisions of these laws should make application to their local Veterans Administration Office for approval. The College will gladly cooperate with the veteran in working out any problem concerning registration.

RESIDENCY

Full-time, single students who are under the age of 21 should expect to live in the residence halls, unless they are able to live with immediate family in the area. Incoming students over the age of 29 should have an interview with the Dean of Students prior to moving into the residence halls. Special needs or questions regarding campus housing can be directed to the Dean of Students. All residents must select one of the available food plans.

All accepted students who will be living in the residential hall will be notified concerning the required $100.00 room reservation deposit. This is not an additional fee, but will be credited to students' accounts as part of their dormitory payments. Dormitory deposits are nonrefundable.

HEALTH

All resident students are required to have a personal health history on file at the College. In addition, all full-time students and all dormitory students must have a physical examination within six months prior to admission to the College. The official statement must be sent directly from the examining physician to the Admissions Department.

In accordance with Maryland law, every resident student at WBC must be able to produce at the time of registration either (1) a notice from a doctor that the student has received the meningitis vaccine or (2) a signed waiver stating that the student is aware of the risks of not being vaccinated and still chooses not to receive the vaccine. Students refusing to comply with the State law will not be permitted to live in the residence hall.

EQUAL OPPORTUNITY

Washington Bible College does not discriminate on the basis of race, age, sex, national or ethnic origin, or color in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other College-administered programs. The College does not discriminate on the basis of handicap in admission or access to its programs. Newer buildings on campus have been planned with access for the handicapped. Older buildings are being altered for handicapped access. Questions about handicapped access or services available should be directed to the Office of Student Life and Development.

COMPLETION/GRADUATION RATE

In compliance with the Student Right-to-Know Act, the College has determined that the completion rate for first-time, full-time undergraduates averaged 43 percent for the four incoming classes from 2002–2005. Further information is available upon request.

REGISTRATION

All students, except for participants in the Adult Degree Completion Program (ADCP), are required to register online during the scheduled times. Late registration will continue through the first week of classes only. For current fee rates, visit our Web site at www.bible.edu.

READMISSION

A student who has left a program of study at Washington Bible College for more than two consecutive semesters will be considered for reentry only after submitting the Returning Student Application form and current Pastoral Reference to the Admissions Office prior to the opening of the current semester. The application may be found on the Web site. Additional letters of reference and/or an interview may be required. Students who are readmitted to the College must meet all criteria in effect in the current catalog. Those who have been dismissed from the College for academic reasons are readmitted on a case-by-case basis. Such decisions are made by the Academic Dean and/or Dean of Students who take into consideration the following criteria:

1. A "Statement of Intent" filed by the student which indicates a renewed commitment and desire to pursue studies and the means to be used to achieve academic goals; and/or
2. Satisfactory records of subsequent educational work at other colleges. Attendance at Washington Bible College is a privilege and not a right. The Administration reserves the right to dismiss any student who does not comply with the purposes, requirements, and regulations of the College.

CAMPUS VISITS

Prospective students are encouraged to visit WBC any time classes are in session or during the summer months. Campus visits provide students the chance to catch a glimpse of all WBC has to offer. Students who visit while classes are in session will have the opportunity to attend chapel, visit a class, meet with faculty, tour the campus, speak with a representative from Financial Aid, and discuss their educational future with an admissions counselor. Prospective students who wish to stay overnight in the dorms should contact the Admissions Office one week in advance to arrange for their accommodations.

Each Fall and Spring, WBC conducts special Open House events. These events include all the elements of an individual campus visit but are designed to introduce a group of prospective students to WBC.

HOW TO APPLY

Application Process for U.S. Citizens and Permanent Residents

1. **Application:** Complete the application and return it with the application fee (this fee is nonrefundable and non-transferable). The application process must be completed by the admissions application deadline.
2. **Essay Questionnaire:** Fill out the essay questionnaire (include any letters of explanation) and remember to sign it.
3. **WBC Doctrinal Statement:** Read and sign our doctrinal statement saying that you will respect WBC's views even though you may not agree with some of them.
4. **References:** Complete your name on both of the reference forms and have the appropriate people complete each form. One form must be completed by your pastor, youth pastor, or church leader. The other reference form must be competed by a teacher or employer. Both references must have known you for at least one year.
5. **Standardized Tests:** Take either the SAT or ACT exam, and have a copy of your scores sent directly to WBC. Most local high schools administer the ACT or SAT test, which may also be taken by nontraditionally aged students. If applicants cannot make arrangements for either test locally, they may contact ACT, P.O. Box 414, Iowa City, IA 52243 (www.act.org); or, College Board SAT Program, P.O. Box 025505, Miami, FL 33102 (www.collegeboard.org) to register for these exams. Applicants who have taken the test previously should request that their scores be sent with their high school transcripts or contact the above address and request that their scores be sent directly to Washington Bible College indicating our ACT Code Number 1755 or SAT Code Number 5884. Visiting students and auditors may not be required to submit ACT or SAT scores.
6. **Transcript:** An official high school or secondary school transcript is required of any student who has had fewer than 15 hours of college credit. If more than 15 credit hours are taken, the official transcript must show at least 15 transferable semester hours of college credit.
7. **Health Form:** Have your physician complete the WBC Health Form and, if you choose, the meningitis waiver (the meningitis vaccine or waiver is required only if you plan to live on campus). Health Forms must be completed by both full-time and commuter students. These forms are available at www.bible.edu.
8. **Housing Application:** Fill out the housing application only if you plan to live on campus.
9. **Deposit and Declaration of Intent Form:** This is due within 30 days of your notification of acceptance.

   Note: In some cases an applicant may be asked to come to the College for a personal interview as part of the admissions process.

Application Process for International Students

An international student is defined as a nonimmigrant who comes to the U. S. on an F-1 student visa and who plans to return to his/her country upon completion of a stated educational objective. The College is authorized under federal law to enroll such nonimmigrant students. Washington Bible College values the contribution international students make to the College community. Admission is competitive and offered only to those applicants who, throughout their secondary school and college work, have consistently received marks or examination results that are considered to be "very good" or "excellent." Students planning to come to the U. S. should meet university entrance requirements in their own countries. Most U. S. consulates will not issue student visas unless students meet university entrance requirements in their own countries.

International students should begin correspondence with the College at least one year in advance and have their applications and all other required documents submitted at least six months in advance of the semester for which they seek admission.

1. **Application:** Complete the application and return it with the application fee (this fee is nonrefundable and non-transferable). The application process must be completed by the admissions application deadline.
2. **Essay Questionnaire:** Fill out the essay questionnaire (include any letters of explanation) and remember to sign it.
3. **WBC Doctrinal Statement:** Read and sign our doctrinal statement saying that you will respect WBC's views even though you may not agree with some of them.
4. **References:** Complete your name on both of the reference forms and have the appropriate people complete each form. One form must be completed by your pastor, youth pastor, or church leader. The other reference form must be competed by a teacher or employer. Both references must have known you for at least one year.
5. **Standardized Tests:** A demonstration of a satisfactory level of English proficiency may be done by presenting an official record of the Test of English as a Foreign Language (TOEFL, www.toefl .org) and the Test of Written English (TWE) or the Scholastic Aptitude Test (SAT) (www.collegeboard.org). Examination information and dates may be obtained from U. S. embassies and consulates or by writing to College Board SAT Program, P.O. Box 025505, Miami, FL 33102, USA. A score of 550 is required on the written TOEFL/213 computerized/79 Internet based and 5 on the TWE. WBC's TOEFL number is 5884. A combined score of 890 is required for the SAT.
6. **Transcripts:** Provide notarized copies of official secondary school records (including secondary external examinations such as the G.C.E. "Ordinary" level examinations, or the Baccalaureate). Provide transcripts from any university-level studies completed. (Original documents written in a language other than English must be accompanied by English translations.) These must be sent directly from the institution. The applicant is responsible for having transcripts evaluated by a recognized agency like World Education Services (www.wes.org).
7. **Health Form:** A physician must complete the WBC Health Form, and the student must complete the meningitis waiver (only need meningitis vaccine or waiver if you plan to live on campus). Health Forms must be completed by both full-time and commuter students. These forms are available at www.bib.e.edu.
8. **Housing Application:** Fill out the housing application only if you plan to live on campus.
9. **Affidavit of Support:** The student must have the Affidavit of Support form completed by a sponsor who is willing and able to receive, maintain and support the student. These forms will provide documentary evidence that applicants will be supported during their studies in the United States. All such documentary evidence must be notarized.
10. **Deposit and Declaration of Intent Form:** If accepted, the applicant must place on deposit with the College the amount of $2,000.00 U.S. before the Form I-20, which is necessary for a visa, will be issued. This deposit is due within 30 days of your notification of acceptance.

**Prospective international students are cautioned not to come to the United States on a visitor's (nonimmigrant) visa and then attempt to get this changed to a student visa once they arrive in this country. The U.S. Immigration Service considers this coming to the U.S. on false pretenses and will not approve such a request. The only exception is if individuals indicate to the U.S. consulate in their countries in writing that the purpose of a visit to the U.S. is to select a college.

Financial Information

STUDENT COSTS 2012–13 ACADEMIC YEAR

Student costs for a full-time dormitory student taking 15 semester hours of course work were approximately $21,350 for one year and for a full-time commuting student was approximately $13,580 (based on 2011–2012 academic year costs). The breakdown of these charges includes the following fees:

- Application fee
- Tuition deposit
- Dormitory reservation fee
- Tuition
- Room and board
- Dorm security/key deposit
- Security deposit fee (Collamore)
- Student services fee
- Student body fee
- Special technology fee per online course
- Voice and instrumental practice room fee
- Organ practice fee
- Registration fee
- Graduation fee
- Security/parking fee

All fees are subject to change. Changes will be announced in the *Community 411* newsletter and posted online. You can find a current list of individual fee amounts online at www.bible.edu.

GENERAL EXPENSES

In addition to the items listed above, the student will have personal expenses. These will include laundry, transportation, clothing, classroom supplies, books, and personal incidentals. Because these items vary greatly with the individual, they are difficult to estimate. In the case of books and classroom supplies, however, the student should plan to budget a minimum of $350.00 per semester.

Students should remember that social and recreational activities of college life will occasionally require some expense.

FINANCIAL POLICIES

Payment of Accounts

Payment of all tuition, fees, room, and board for the entire semester must be paid at registration. If payment in full cannot be made, a deferred payment plan with a commercial vendor is available, with 25 percent of the total semester balance due at registration and the remaining 75 percent evenly distributed over the following three months. The student is responsible for vendor fees.

Refunds

Students who desire to withdraw from the College MUST first notify the Registrar of their intentions in writing. Tuition refunds will be granted according to the official date of withdrawal. Merely ceasing to attend class or notifying a professor does not constitute official withdrawal.

Tuition/Room/Board refunds for traditional semester (15-week) courses are:

First week .....90 percent
Second week .....75 percent
Third week ..... 50 percent
Fourth week ..... 25 percent
Over four weeks ..... No refund

(Any student who withdraws before completing tuition payments is responsible for the balance due on the tuition for the semester.)

Student Services & Activity Fees:
.....Nonrefundable
Audit charges .....Nonrefundable

Refunds for modular and online courses will be prorated accordingly.

Cost Adjustments

The College reserves the right to adjust tuition, room, board, and other fees whenever this is deemed necessary.

FINANCIAL AID

Through the generosity of friends, churches and alumni, Washington Bible College offers quality education and services at the lowest possible cost. Institutional scholarships and discounts as well as special tuition prices are available to make an education at WBC affordable. Additional funding is available from federal and state programs for qualified applicants. To determine eligibility, students need to complete a Free Application for Federal Student Aid (FAFSA) and WBC's institutional application. Applications can be completed online at www.fafsa.ed.gov. Submission of applications begins January 1 of each year. Students should complete the FAFSA each year as soon as their prior year's tax information is available. The following sections describe the types of aid available.

FEDERAL PROGRAMS

The Federal Pell Grant Program is a federally funded grant program designed to assist low- and middle-income students. Federal Pell Grants do not have to be repaid. Students must enroll in a minimum of three (3) credit hours to be eligible.

Federal Supplemental Equal Opportunity Grants provide additional assistance to students who have exceptional financial need. Like the Federal Pell Grant, FSEOG funds do not have to be repaid. Students must enroll in a minimum of six (6) credit hours to be eligible.

Federal Work Study (FWS) is a federally funded program that enables students to earn money for college costs through part-time employment. The federal government pays a portion of the students' wages and WBC/CBS pays the balance. This program provides an opportunity for students to secure academic or career-oriented employment while providing essential services to WBC/CBS and the community. Undergraduate students must be enrolled in a minimum of six (6) credit hours in order to be considered eligible for work study. All student employees must be classified as seeking a certificate, associate's, bachelor's, or master's degree.

In addition, the college has a limited amount of positions available to students who want to work regardless of their financial need. Students who are interested in applying must contact the department in which they are interested in obtaining employment.

Federal Direct Subsidized and Unsubsidized Stafford Loans are available for eligible applicants who need to borrow money to assist with their educational expenses. Students must continue to enroll for a minimum of six (6) credit hours to maintain eligibility. Loan amounts vary based on the student's dependency status and number of completed credit hours. The government will assist with the interest on Subsidized Stafford Loans during certain periods; however, the borrower will be charged interest for an Unsubsidized Stafford Loan while in school. The student is responsible for repayment of all of the principal and interest associated with this loan.

Federal Direct PLUS Loans can be applied for by parents of dependent students. Borrowers are responsible for the interest and principle on the loan. Interest rates vary. Students must be enrolled for at least 6 credit hours and the parent may borrow up to the student's cost of attendance, as calculated by the Financial Aid Office.

Who is Eligible to Apply for Federal Financial Aid?

- Applicants who are either U.S. citizens or eligible non-citizens
- Applicants registered for selective service if required to do so
- Applicants who graduated from high school or equivalent
- Applicants registered in a degree-seeking program as a regular student
- Applicants who maintain satisfactory academic progress (see below)
- Applicants who are not in default or owe a refund on any federal program
- Applicants who abide by the federal antidrug policies

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress

Students must meet both quantitative and qualitative standards in order to be eligible for aid. The Financial Aid Office evaluates student records each semester.

Part A–Quantitative Progress — Students must complete all credits on which their financial aid award is based as indicated below:

Cumulative Credits Attempted	Cumulative Completion Rate
1–59	67%
60 and above	75%

Total credits attempted include those credits that have been transferred into a WBC degree program as well as withdrawals, failures, noncredit remedial courses, repeated courses, and other incomplete grades.

Part B–Qualitative Progress — Students must maintain their cumulative grade point average (GPA) at or above the following levels:

Total Credits Attempted	Cumulative Grade Point Average
1–14	1.2
15–29	1.4
30–59	1.6
60 and above	2.0

The policies and procedures in the WBC/CBS SAP Policy are required for Financial Aid and were established to fulfill the requirements expressed in the Higher Education Act (HEA).

For more details on this policy, go to http://www.bible.edu/FinancialAid/SAP. If you have further questions, please contact the Financial Aid Office at 301.552.1400, ext. 1222.

UNSATISFACTORY ACADEMIC PROGRESS

If a student's proper completion rate is not maintained or if the cumulative GPA falls below these minimums, the student will be placed on Financial Aid Warning for the next semester in which the student registers. Students are expected to make satisfactory progress as defined above during the warning semester. If satisfactory progress is not achieved in the one semester, the student will be **denied all financial aid programs** for all succeeding semesters until satisfactory academic progress has been attained. Students may appeal the loss of their financial aid because of insufficient progress by contacting the Chair of the Financial Aid Committee. Note: Financial Aid Warning is a different probation category from Academic Probation, whose policy is managed by Academic Affairs.

Additional Information

- Students also must complete their program before attempting more than 150 percent of the published number of required credits. If at any point it is determined that the student will not be able to complete the program within the maximum timeframe, the student will become ineligible for aid. If a student changes into a different program, the student's transcript will be evaluated to determine an adjusted timeframe.
- Federal financial aid will not be awarded for audited courses.
- Students are eligible to receive financial aid only for one repeat of a previously passed course; however, students who repeat a course due to the receipt of an unsatisfactory grade (i.e., F, W, WP, and WF) may receive financial aid for multiple attempts.

HOW TO APPLY FOR AID

- Apply for admission to WBC.
- Complete the Free Application for Federal Student Aid (FAFSA).
- Complete the online Student Interview through the Virtual Financial Aid Office (VFAO).
- Submit all documentation as requested by Financial Aid Office to maintain eligibility.

R2T4 RETURN POLICY (OR WITHDRAWALS)

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs will be recalculated in these situations independently of the school's tuition refund policy.

For more details, please go to our Web site: www.Bible.edu/FinancialAid/Policies

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned *less* aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a balance to the institution.

If a student earned *more* aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement that must be paid within 120 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)

STATE PROGRAMS

Maryland State Scholarships are awarded to students based on financial need, talents, gifts, and career choice. The student must be a Maryland resident and must complete the FAFSA to apply. The deadline is March 1 for the following academic year, and the student must reapply every year. Additional information can be received by contacting the MHEC Office of Student Financial Assistance. Go to www.mhec.state.md.usforinformation.

D.C. Grants are offered by the Office of the State Superintendent of Education (OSSE) to residents of Washington, D.C., for education beyond high school. The student must have established residency at least 12 months prior to the current academic year. Applicants must submit a FAFSA as well as the online OSSE application, the DC OneApp. All required documentation must be submitted at one time to be considered for an award.

More information is available by calling 202.727.2824 or at www.osse.dc.gov. Applications are considered on a first-come, first-served basis until the June 30 deadline. There is no guarantee that all eligible applicants will receive a grant, so grant applications should be made as early as possible.

Applicants may be eligible for a combination of several programs. Each award package is based on the personal information provided on the student's application. To prevent delays and possible loss of aid, it is imperative that the application is thorough and accurate.

MILITARY AND VETERANS BENEFITS

WBC/CBS is approved by the Department of Veterans Affairs (VA) (http://www.va.gov) and the Maryland Higher Education Commission (MHEC) (http://www.mhec.state.md.us), so that eligible veterans, servicepersons, and certain dependents of veterans can receive VA educational benefits. Eligible persons may receive benefits under one of several types of GI Bill, which would be approved by the Department of Veterans Affairs:

- Chapter 30 – Montgomery GI Bill
- Chapter 31 – Disabled Veterans Vocational Rehabilitation Program
- Chapter 32 – Veterans Educational Assistance Program (VEAP)
- Chapter 33 – The Post-9/11 GI-BILL **Changes effective August 1, 2011. Click here for information.*
- Chapter 35 – Dependents Educational Assistance Program
- Chapter 1606 – Montgomery GI Bill/Selected Reserve Educational Assistance Program.
- Chapter 1607 – Reserve Educational Assistance Program (REAP)

For more information, go to www.gibill.va.gov. Applicants or students will need to send a copy of their Certificate of Eligibility (COE) to the WBC Financial Aid Office.

INSTITUTIONAL SCHOLARSHIPS

WBC offers a number of institutional discounts and scholarships to eligible students. New students may be awarded scholarships based on merit and need once they have completed their application for admission. Returning students have the opportunity to apply in the spring for scholarships that are awarded for the following academic year. In addition, discounts offered include residence hall discount, student spouse discount, family discount, ministry support grant, and more. Please refer to www.bible.edu for a list of scholarships and discounts. Some discounts require that a form be submitted each semester or year. Applied music and select other courses are not discounted.

The Financial Aid Office is available to help with any additional questions or concerns students may have, and inquiries are encouraged.

FEDERAL GRANTS *— Subject to change —* *(for updated information go to www.Bible.edu/FinancialAid/Home)*				
Type	***Eligibility***	***Application***	***Amount***	***Comments***
Federal Pell	Financial need, undergraduate student, 3 credits minimum	FAFSA and VFAO interview	$400–$4731 per year	Student must be a U.S. citizen or eligible non-citizen. Funds limited.
Federal SEOG	Financial need, undergraduate student, 3 credits minimum	FAFSA and VFAO interview	$300–$600 per year	Student must be a U.S. citizen or eligible non-citizen. Funds limited.
Academic Competitiveness Grant	Eligible for Pell grant, U.S. citizen, and full-time student	FAFSA and VFAO interview	Up to $750 first year; up to $1300 second year	Other requirements include having graduated from a rigorous high school program, being enrolled in a two- or four-year degree program, and having at least a 3.0 GPA for second-year students. For details go to www.ed.gov.
FEDERAL LOANS				
Federal Stafford Subsidized Loan	6 credits minimum.	FAFSA, VFAO interview, and promissory note	$3500 first year; $4500 second year; $5500 third through fifth year	Repayment with interest begins 6 months after student is no longer enrolled at least 6 hours. Must be U.S. citizen or eligible non-citizen.
Federal Stafford Unsubsidized Loan	6 credits minimum.	FAFSA, VFAO interview, and promissory note	$2000 per year for dependent students; $6000 first/second years and $7000 third/fourth years for independent students	Quarterly interest payments required during in-school period.
Federal Parent Loans for Undergraduate Students (PLUS)	Parent of dependent, undergraduate student, 6 credits minimum.	FAFSA, VFAO interview, and promissory note	Cost of attendance minus all aid received	Repayment of PLUS loan begins upon acceptance of loan.
FEDERAL WORK				
Federal Work Study	Need-based, undergraduate student, 15–20 credits per week.	FAFSA, VFAO interview, and employment application with department	Hourly wage	

FEDERAL GRANTS *— Subject to change —* *(for updated information go to www.Bible.edu/FinancialAid/Home)*				
Type	***Eligibility***	***Application***	***Amount***	***Comments***
STATE GRANTS				
Educational Assistance Grant (formerly General State Scholarship)	Need-based, Maryland resident, full-time undergraduate student.	FAFSA	$200–$3000	Deadline is March 1 of each year prior to enrollment.
Guaranteed Access Grant	Maryland resident/;full-time undergraduate student. Must be eligible for Federal Pell grant. Must have annual total family income that qualifies for Federal Free Lunch Program. Begin college within one year of completing high school. GPA of 2.5, under age 22.	FAFSA and Guaranteed Access Grant application to the State Scholarship Administration.	Varies	Must file by March 1. Renewable each year as long as financial and application criteria are met. Contact State Scholarship Administration for more information.
State Grants (other than Maryland)	Financial need, undergraduate student, 6 credits minimum	FAFSA and state edition of grant application.	Varies	Contact your state agency for eligibility requirements.

WBC SCHOLARSHIPS — awarded according to available funds *— Subject to change —* *(for updated information go to www.Bible.edu/FinancialAid/Home)*				
Type	***Eligibility***	***Application***	***Amount***	***Comments***
Presidential	First-year, full-time student, SAT 1180 (combined verbal & math) or ACT 25 (composite), GPA 3.5, academic program in high school.	Completed WBC Admissions file by March 1 (fall) or November 1 (spring)	$1,000 one time.	Selections determined by Admissions committee. Divided between first two semesters of study.
Dean	First-year, full-time student, SAT 1000 (combined verbal & math) or ACT 23 (composite), GPA 3.0, academic program in high school.	Completed WBC Admissions file by March 1 (fall) or November 1 (spring)	$700 one time.	Selections determined by Admissions committee. Divided between first two semesters of study.
Dean-Transfer	Full-time transfer student, 3.0 GPA with at least 30 hours from college.	Completed WBC Admissions file by March 1 (fall) or November 1 (spring)	$700 one time.	Selections determined by Admissions committee. Divided between first two semesters of study.
Leadership	Freshman/transfer full-time students who have distinguished themselves as outstanding leaders in academic, extracurricular, church, and community endeavors	Completed WBC Admissions file by March 1 (fall) or November 1 (spring)	$500 one time.	Selections determined by Admissions committee. Divided between first two semesters of study.
Merit	Awarded in recognition of achievement.	Completed WBC Admissions file by March 1 (fall) or November 1 (spring)	Varies	Selections determined by Admissions committee. One-time award, divided between first two semesters of study.
Home School Award	First-time, full-time student who has completed his/her junior and senior years as a home-schooled student. Must enroll within one year of home school graduation.	Completed Admissions file.	$1,000 one time.	Selections determined by Admissions committee. Divided between first two semesters of study.
Steiner-Miles Award	First-time at WBC, full-time dorm student enrolled in the 7-day meal plan, 2.5 entering GPA.	Completed WBC Admissions file and FAFSA.	Free room.	Selections determined by Admissions committee. 8 continuous semesters; GPA 2.0; full-time student.
Ministry Support Grant	Full-time student taking more than 12 credits.	Ministry Support Grant application each semester	Varies based on number of credit hours.	Applied music and select other courses are not included.

ADDITIONAL SCHOLARSHIPS **Returning students may apply in Spring; awarded in Fall.** *— Subject to change —* *(for updated information go to www.Bible.edu/FinancialAid/Home)*				
Type	***Eligibility***	***Application***	***Amount***	***Comments***
Bethel Asian Ministry	Continuing student planning involvement in Asian ministry at home or abroad.	Scholarship application.	$250–$300	Selections made by committee.
Dr. Nelson Blake	Outstanding new or continuing student with need.	Scholarship application.	$500–$1,000	Selections made by committee.
Ola Dorsey Cox	Junior/senior woman, international or U.S. citizen, in Missions/Education ministries with need, 2.5 GPA.	Scholarship application.	$500	Selections made by committee.
Robert C. Emmans	Outstanding continuing student with need, 2.5 cumulative GPA.	Scholarship application.	$250–$600	Selections made by committee.
Charles B. Henshew	Outstanding junior/senior student, international or U.S. citizen, 2.5 cumulative GPA.	Scholarship application.	$500	Selections made by committee.
Maurice Hauschildt	Outstanding continuing student with need, 2.5 cumulative GPA.	Scholarship application.	$500–$1,000	Selections made by committee.
Alda Kumfert	Evidence of financial responsibility, demonstration of Christian character, 2.0 cumulative GPA.	Scholarship application.	Varies	Selections made by committee.
Esther Miles	Outstanding continuing student with need.	Scholarship application.	$500–$1,000	Selections made by committee.
William T. Miller	New or continuing student, child of WBC alumnus.	Scholarship application.	$250	Selections made by committee.
Homer and Blanche Phillips	Financial need, must have attended WBC for one semester, 2.0 cumulative GPA.	Scholarship application.	Up to $3,000	Selections made by committee.

ADDITIONAL SCHOLARSHIPS **Returning students may apply in Spring; awarded in Fall.** *— Subject to change —* *(for updated information go to www.Bible.edu/FinancialAid/Home)*				
Type	***Eligibility***	***Application***	***Amount***	***Comments***
Rosanna Roberts	Outstanding continuing student with need, 2.5 cumulative GPA.	Scholarship application.	$500–$1,000	Selections made by committee.
Fred Schuppe Jr.	Dependent child of full-time Christian worker, 2.5 cumulative GPA.	Scholarship application.	$1,000	Selections made by committee.
Mabel Linton Williams	Outstanding continuing student with need, 2.5 cumulative GPA.	Scholarship application.	$1,000	Selections made by committee.
VETERANS BENEFITS *— Subject to change —* *(for updated information go to www.Bible.edu/FinancialAid/Home)*				
G.I. Bill	Active-duty service members and members of selected reserve, as approved by Veterans Affairs.	www.gibill.va.gov	Varies	Must be approved by Veterans Affairs.
Vocational Rehabilitation	Veterans with service-connected disabilities, as approved by Veterans Affairs.	www.vba.va.gov	Varies	Must be approved by Veterans Affairs.
Tuition Assistance	Active-duty service members and members of selected reserve, as approved by Veterans Affairs.	Contact your branch of military service or your employer.	Up to $250 per credit hour and $4,500 per calendar year	Must be approved by Veterans Affairs.

WASHINGTON BIBLE COLLEGE

Academic Information

CURRICULUM PHILOSOPHY

Because Washington Bible College is a Bible college, the certificate and degree programs are structured to give every student a thorough background in Bible and doctrine. Thus, every student regardless of professional specialization is a Bible major.

The curriculum also provides students with a foundation in general education so that they will comprehend the history, language, thought, and expression of past and present world cultures. All of this is designed to help students develop a truly biblical world and life view.

To complete the undergraduate curriculum, students specialize in an elected professional area identified as a concentration. A balance is maintained between both theory and skill courses, and, in some cases electives allow students to adapt the program to their specific areas of vocational interest. Students are required to tie their Field Education assignments to their area of professional concentration.

PROGRAMS OF STUDY

Washington Bible College has developed many varied programs in order to meet the educational needs and objectives of its students. On the following pages are programs from 31 to 173 semester hours which have been developed from the course offerings in our Biblical, General, and Professional Studies Departments. From the lay person who wants a one-year basic Bible study program to the student who wants to prepare for a career in ministry or the marketplace, WBC has a curriculum to satisfy that need.

Certificate in Biblical Studies
— 31 semester hours minimum

Associate of Arts Degree
— 62 semester hours minimum

Bachelor of Arts Degree
— 122 semester hours minimum

REQUIREMENTS FOR GRADUATION

Students who anticipate graduation from Washington Bible College should examine the following lists of requirements to be certain that they are working toward all that is necessary: All students must complete a graduate application, pay the graduation fee, and complete a graduate interview.

Certificate in Biblical Studies Requirements

1. Completion of at least 31 semester hours of academic credit in residence with a minimum of a 2.0 grade point average.
2. Course work as listed in the Certificate in Biblical Studies curriculum or with modifications as approved by the Registrar.
3. Maintenance of Christian character in personal life and among fellow students, faculty, and the administration of the College.
4. Satisfactory completion of two Field Education credits.
5. All financial obligations to the College must be met.
6. The student must be in essential agreement with the Doctrinal Statement of the College (see pp. 4-5).
7. Completion of the graduate interview.

Associate of Arts Degree Requirements

1. Completion of at least 62 semester hours of academic credit with a minimum of a 2.0 grade point average.
2. Completion of the Associate of Arts Degree curriculum.
3. A minimum of 30 semester hours of course work must be taken in residence, including the last semester.
4. Maintenance of Christian character in personal life and among fellow students, faculty, and the administration of the College.
5. Satisfactory completion of one (1) Field Education credit for every 15 semester hours of course work at WBC.
6. All financial obligations to the College must be met.
7. The student must be in essential agreement with the Doctrinal Statement of the College (see pp. 4–5).
8. Completion of the graduate interview.

Bachelor of Arts Degree Requirements

1. Completion of at least 122 semester hours of academic credit with a minimum of a 2.0 grade point average. The last 30 hours must be in residence. (A minimum of 45 hours in residence is required for any B.A. degree.)
2. Fulfillment of the requirements of one of the WBC academic curricula as listed or as amended by department approval.
3. Maintenance of acceptable Christian conduct during the period of enrollment at the College, including not only personal integrity and uprightness of character, but also compatibility in general attitude and cooperation with the administration and fellow students.
4. Satisfactory completion of one (1) Field Education credit for every 15 semester hours of course work at WBC.
5. All financial obligations to the College must be met.
6. The student must be in essential agreement with the Doctrinal Statement of the College (see pp. 4–5).
7. Completion of the senior exit interview/ questionnaire and ABHE exam.

Explanation of Christian Character Requirement

The goal of the college is to prepare men and women for local and worldwide service to God and humanity. It is our desire that our students are so transformed by Christ that they will be a positive force for change in the world. Faithfulness to Christ is at the core of positive change in the world and faithfulness is a reflection of character. Thus, every degree or certificate program has a requirement regarding Christian character. Each program has a statement that one requirement of graduation is the maintenance of Christian character in personal life and among fellow students, faculty, and the administration of the college.

ACADEMIC POLICIES

Student Classification

The student body is divided academically into four classes: freshman, sophomore, junior, and senior.

- **Freshman** — Fewer than 30 semester hours
- **Sophomore** — Completion of 30 hours and 60 grade points; entrance deficiencies removed
- **Junior** — Completion of 60 semester hours and 120 grade points
- **Senior** — Completion of 90 semester hours and 180 grade points
- **Full-time Student**s — Those carrying 12 or more semester hours
- **Part-time Students** — Those who have elected to carry fewer than 12 hours

Marking System

A Denotes excellent mastery of the subject matter and outstanding scholarship.

B Denotes good mastery of the subject and good scholarship.

C Denotes acceptable mastery of the subject and the usual achievement expected.

D Denotes borderline understanding of the subject. It denotes marginal performance, and it does not represent satisfactory progress toward a degree.

F Denotes failure to understand the subject and unsatisfactory performance.

AU Audit. A student may register as an auditor for any course where there is space available other than in applied music, computer, or other skills courses. The AU symbol on the transcript does not imply attendance or any other effort in the course. Auditors pay for the privilege of attending a course as much or as little as they desire.

CR Used for satisfactory completion of Field Education.

I Incomplete. An incomplete grade may be issued by a faculty member in lieu of a final grade when course requirements have not been met by the end of a semester. It may be given to a student whose work in a course has been qualitatively satisfactory but who has yet to complete some portion of the course because of: (1) illness or other circumstances beyond the student's control, or (2) an internship that extends beyond the normal closing date of the semester. An Incomplete Grade Contract (IGC) must be completed by the faculty member and signed by the student. A maximum of 12 weeks is allowed for completion of course requirements. Removal of an I is the student's responsibility. The I becomes an F according to the terms of the IGC.

NC Non-credit. Used for Field Education when requirements are not met and for applied music when students desire to take music lessons for non-credit.

P Pass. The pass grade is used in some physical education, sports, music, and remedial courses. Semester hours are credited toward degree programs in most cases but the mark is not used in any computation of quality points or cumulative average totals at the end of the semester.

R Repeated course. The highest mark is used in computation of the student's cumulative average.

W Withdrawal from a course prior to its completion. The W is automatically assigned to any course dropped at least 30 days prior to the last official day of class. Students may not drop classes during the last four weeks of a course.

X Unofficial withdrawal from a course 30 days or more prior to close of the semester. During the last 30 days, a grade of F is recorded. An X is the equivalent of an F in computing the GPA. This grade is also assigned when a student has exceeded the maximum number of absences allowed for a particular class.

Grade Point System

Graduation from the College is based not only on the accumulation of credit hours but also on the number of grade points earned by the student which constitutes the grade point average (GPA). The College follows a 4.0 grade point system and requires a minimum 2.0 (C) average for graduation. Thus, the student must earn twice as many grade points as credit hours. The student's cumulative grade point average (GPA) is based on hours attempted. Grade points are earned on the following basis:

Grade	Grade Points	Grade	Grade Points
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
		F	0.0

Academic Achievement

A minimum 2.0 grade point average (GPA) is expected of all students. Students averaging below 2.0 will be placed on academic warning or academic probation, or be issued a letter of academic dismissal according to the following chart. Warnings of all kinds are sent following the Spring semester. Students who remain below the 2.0 cumulative GPA for three consecutive semesters without progress will be subject to academic dismissal at the end of the third semester. Students are notified by e-mail.

Cumulative Grade Point Averages

Hours Attempted	Academic Warning	Academic Probation	Academic Dismissal
1–14	2.0-1.21	1.20–0.50	0.49–0.00
15–29	2.0–1.41	1.40–1.00	0.99–0.00
30–59	2.0–1.61	1.60–1.30	1.29–0.00
60–89	2.0–1.81	1.80–1.55	1.54–0.00
90+		2.00–1.80	1.79–0.00

1. **Academic Warning** — The student will be sent a letter indicating that his/her academic performance is below the standard of 2.0 that is necessary for graduation from any program. The student who is issued an academic warning may not hold class office or serve on Student Council, as a Resident Assistant or Resident Director. Students who have been placed on warning will be required to submit course term papers to the writing lab for help before turning them in to their professors and are cautioned against taking online courses.
2. **Academic Probation** — In addition to the restrictions listed under academic warning, the student will not be permitted to participate in any College-sponsored extracurricular activity including drama, choir, or intercollegiate athletics. The probationary student is also subject to certain social restrictions as listed in the Community Guidelines. The Academic Dean will notify probationary students of the maximum number of hours of course work permitted while they are on probation. Students who have been placed on warning will be required to submit course term papers to the writing lab for help before turning them in to their professors and are cautioned against taking online courses.
3. **Academic Dismissal** — The student should expect to be dismissed from the College when his/her cumulative GPA falls in the range listed in the chart above or when the student has remained below 2.0 for more than two consecutive semesters. Students dismissed for low academic achievement may appeal the decision to the Academic Dean, or they may reapply for admission after a period of one academic year. Applicants for readmission need to supply evidence of successful work or course experience since the time of dismissal and submit a plan for successful completion of course work in the future at WBC.

It is the policy of the Financial Aid Committee to recommend that students on academic probation for three consecutive semesters be removed from all VA and/or other financial aid programs. Students may appeal the loss of their financial aid because of insufficient academic progress by contacting the chairman of the Financial Aid Committee.

Academic Load

In determining the academic load to be carried, students must use self-discipline and good judgment based on their previous academic records. The Academic Dean may limit student loads on the basis of this record. Normally, an incoming freshman should not attempt to carry more than 15 hours per semester. No student may take more than 18 hours per semester without approval from the Academic Dean.

Academic Load/Employment

Based on prior student experience, the following academic loads are recommended:

1. Students who work more than 30 hours per week should not take more than 12 semester hours.
2. Students who work more than 20 hours and fewer than 30 hours per week should not take more than 15 semester hours.

3. Students whose academic load has been limited due to prior academic difficulty may consult the Academic Dean concerning appropriate work, study, and course loads.

Completion of Course Work

Each course must be completed before the official conclusion of each semester. Under unusual circumstances, the student, in consultation with the course instructor, may be granted a two-week extension to complete course work. The student must initiate all such requests. After this, grades are permanently recorded and not subject to change. No grade may be contested after three months have elapsed from the date of issue. An extension for more than two weeks beyond the close of the semester requires the approval of the Academic Dean.

Transfer Credit

Current students who desire to take a course at another accredited institution to meet a graduation requirement at WBC must obtain written approval prior to enrolling in the course. Students will complete a Transfer of Credit form available in the Registrar's Office. Signatures of the Registrar and the student's advisor and a grade of "C" guarantee the transferability of the course. A maximum of fifteen (15) credits of planned transfer and/or CLEP/DANTES may be taken at other institutions by WBC students from the time they enroll at the college until they graduate. Credits earned prior to enrollment are not counted in this limit. All transfer credit must be completed prior to the student's last semester at WBC. Official transcripts must be received in the Registrar's Office prior to the date for graduation application.

Class Attendance

The members of the faculty believe that attendance at class is vital to the learning experience at WBC. Students who desire to achieve maximum learning and make the most of their financial investment in education will be present at each class session and arrive on time.

The College follows the policy in the chart below regarding class attendance. As indicated, 80 percent minimum attendance is required in order to pass any course. The assignment of additional course work or the reduction of the student's grade for absences is at the discretion of the professor.

Class Sessions per week	One class per week	Two classes per week	Three classes per week
Absences allowed without penalty	1	2	3
Absences allowed but with reduced grade or extra work required	3	6	9
Absences for any reason which result in course failure	4 or more	7 or more	10 or more

***NOTE**: This policy does not apply to ADCP participants.*

Applied Music Lessons

An applied music lesson is an individual appointment with an instructor: students should not miss a lesson except in times of dire emergency or illness. In these situations, students are to give the instructor as much advance notice as possible. No student should ever be a "no-show," as the instructor is waiting in the teaching studio at the appointed hour.

Because applied music lessons meet only 13 times during the semester, one absence will be allowed without penalty. Two absences will be allowed but with a reduced grade or additional work required. Three or more absences from applied music lessons during a semester result in a failing grade.

Applied lessons can be counted toward the Fine Arts requirement if the student also attends three concerts per credit (for a total of nine concerts) and submits a report to the Dean of Academics.

College-Sponsored Teams

Students who need to miss a class session for reason of a College-sponsored music or athletic team event are required to notify the professor in advance and complete whatever assignments or testing is due in advance of the absence. College-sponsored team events count toward the maximum 20 percent course absence that is allowed. Students on WBC teams must examine schedules carefully before registration. They should not register for any courses where team participation would take them out of more than 20 percent of a particular course.

Appeals

If students who have kept up with course work miss more than 20 percent of the class sessions, they may make a written appeal on the appropriate form to the Academic Dean if their absences were for reasons of illness or other extenuating circumstances. Forms for the appeal are available in the Registrar's Office.

Grades

Grade reports are issued by the College to students at the end of each semester. Academic alerts may be issued to students with D or F averages at mid-semester.

Independent Studies

In general, independent studies are authorized to provide a service for students who have scheduling difficulties. These are normally limited to students in their last two semesters of study and are subject to the availability of an appropriate professor. Tuition fees are slightly higher for independent studies. For complete policies on independent study, students should obtain the Independent Study Request Form from the Academic Affairs Office and secure the necessary signatures for approval.

Transcript Service

Copies of a student's transcript are available upon written request to the Registrar's Office. A copy of the transcript includes only the academic record accumulated by Washington Bible College. The cost, which is subject to change, is $10.50 per copy, payable in advance. Copies of transcripts furnished from other institutions become the property of the College and will not be furnished for other purposes. All transcript requests must be made by the student and must be in writing with the student's signature. Adequate advance notice, normally two working days, is required for transcript processing. No transcript will be released for anyone who has failed to meet all of his/her financial obligations to the College. Unofficial transcripts are available to students online.

Course Cancellation

Although the College will endeavor to hold all courses scheduled, it reserves the right to withdraw any course in which fewer than five (5) students are registered.

Academic Honors

The Dean's List. Regular students who have carried at least 12 semester hours are eligible for the Dean's List if they have achieved a grade point average of 3.50 or above in the preceding semester.

Delta Epsilon Chi Honor Society. Washington Bible College is a member of Delta Epsilon Chi, the honor society of the Association for Biblical Higher Education. The requirements for membership are academic excellence, together with Christian character and leadership ability. Not more than 7 percent of the College's annual graduating class is admitted to this honor society.

Graduation with Honors. Students completing their course of study with a cumulative grade point average of 3.90 are graduated Summa Cum Laude. Students with a GPA of 3.75 are graduated Magna Cum Laude. Students with a cumulative GPA of 3.50 are graduated Cum Laude. Students considered for valedictorian and salutatorian must be B.A. graduates who have completed a minimum of 90 hours at WBC.

Course Withdrawal

Students may add or drop courses prior to the beginning of their course(s) with no tuition penalty and no notation of the drop on permanent records (see Refund Policy). After a course begins, students may withdraw from that course prior to the last month of classes. The W is automatically assigned to any course dropped at least 30 days prior to the last official day of class.

To officially withdraw from a course, students must complete a Course Withdrawal Form from the Registrar's Office. Failure to officially withdraw from a course results in an X/F on the student's permanent record.

Withdrawal from College

Should it become necessary for students to withdraw from the College, they must report to the Registrar and complete the specified procedures. Leaving college and failing to withdraw officially results in an X/F grade notation on the student's permanent records.

Student Conduct

To qualify for graduation, the student must maintain acceptable Christian conduct at the College, including not only personal integrity and uprightness of character, but also compatibility in general attitude and cooperation with the Administration and fellow students.

The strongest form of discipline the College can exercise is dismissal. This will occur when it becomes obvious that the student is not in harmony with the College, its purposes, and its regulations.

Cheating

The College regards cheating as a serious moral and academic offense. For this reason, the following policy on cheating has been approved by the faculty.

If students on their own initiative confess to cheating, they will receive an official warning for the first instance to be kept on record in the Academic Affairs Office. Any course penalty is left to the discretion of the professor. A second instance of confirmed cheating in the same or a different course will result in an F for the course(s). A third instance will result in an F for the course and suspension from the College for at least one semester. Plagiarism is a form of cheating.

Students may be reinstated after suspension for cheating only upon approval of the Faculty.

Plagiarism

1. Do not plagiarize or accept improper assistance in writing a paper. Plagiarism means representing words or ideas from another person (including other or former students) as originating with you. Plagiarism is a sin. It is stealing the credit that belongs to another. There are several forms of plagiarism: **(1)** paraphrasing a concept from another person without giving credit (by footnotes, endnotes, or "in-text" notes) to the original source of the concept; **(2)** directly quoting words (even short phrases or key words) from another person's work without giving credit (by footnotes, endnotes, or "in-text" notes) to the original source of the word or words; **(3)** directly quoting words (even short phrases or key words) from another person's work without using quotation marks (or the "block quote" format for longer quotes) to signify that the word or words quoted were located in another source.

The penalties for plagiarism are as follows:

First Offense — Grade of **F** for the paper

Second Offense — Grade of **F** for that course

Third Offense — Grade of **F** for that course and suspension from WBC for at least one semester, with reinstatement only upon approval of the Faculty. Records of plagiarism are kept in the Registrar's Office.

2. Every student is expected to follow the MLA Handbook for Writers of Research Papers, latest edition, unless directed otherwise by a faculty member for his/her course. Responsibility for footnote and bibliography form belongs to the writer of the paper and not to the typist. Part of the learning process involved in paper writing includes becoming familiar with acceptable form and style for research work. Those who delegate responsibility for the form of the paper to the typist or another individual will be viewed as being in violation of College standards for independent work. The paper should be essentially prepared by the typist as is. If this is not possible, the paper should be returned to its author until such time as it is in order.
3. Final responsibility for every aspect of the paper, including proofreading, belongs to the author of the paper, and no one else.

Requirements for Christian Ministry

It is the intention of the College that every student be involved in some form of practical Christian work during each semester of study. Students must successfully complete one semester of Field Education credit for every 15 hours of academic credit at Washington Bible College. Full-time students should plan to enroll in Field Education each semester in order to fulfill the requirement within the length of their program. Part-time students are encouraged to enroll each semester, being reminded that they are still responsible for the above ratio of one semester of Field Education to every 15 hours of coursework. In accordance with ABHE accrediting standards, every student must have satisfactorily completed the required Field Education requirements in order to graduate.

BACHELOR OF ARTS DEGREE

Students may choose to receive a Bachelor of Arts degree in either Biblical Studies or General Studies. Students then choose to concentrate in one of the following areas:

1. **B.A. in Biblical Studies** may concentrate in: Bible/Theology, Pastoral Ministry, Youth Ministry, Psychology/Counseling, or General Studies.
2. **B.A. in General Studies** may concentrate in Business.

All Bachelor of Arts degrees are structured around our Bible core. At WBC, every student in a B.A. program has a Biblical Education core of 31 semester hours. To this Biblical Education core a General Education core of 40 semester hours is added. Then, an additional 30–50 semester hours of Professional Education courses are chosen by students according to their areas of emphasis. Special provisions are made for the accelerated degree completion programs in accordance with ABHE standards. See those program descriptions for details.

Biblical Education: 31–50 semester hours of Bible/theology related subjects required in all B.A. programs.

General Education: 40–42 semester hours of humanities, social sciences, natural sciences required in all B.A. programs.

Professional Education: 30–50 semester hours of professional education courses as elected in department curriculum.

Bible Theology Core

The College believes that a foundational knowledge of the Scriptures is the primary requirement to the development of a biblical worldview and the performance of Christian ministry. Students who complete the course requirements in the Biblical Studies Core will achieve the following objectives:

1. Know the historical background of the books of the Old and New Testaments so that they may understand the context in which each book was written.
2. Develop a conscious understanding of the argument and general content of each book in the Old and New Testaments.
3. Understand the relationship between the Old and New Testaments and see how God has progressively revealed Himself throughout the Bible.
4. Think systematically through the teachings of Scripture in light of the whole written counsel of God.
5. Understand the historical development of theological concepts so as to maintain theological balance.
6. Develop a Christian apologetic through an understanding of a biblically oriented system.
7. Develop the necessary skills for independent Bible study.
8. Integrate the truths of the Scriptures into life and communicate them to the world.

Biblical Studies Core for Bachelor of Arts Program

Foundational Studies

FST 101	Christian Life & Witness	3
FST 102	Intercultural Studies Seminar	1

English Bible

BIB 101	Bible Survey	3
BIB 111	PBI I Epistles	3
BIB 201	Gospels & Acts	3
BIB 301	Pentateuch	3
BIB 302	Historical Books	3
BIB 303	Pauline Epistles II	3

Systematic Theology

THL 105	Introduction to Theology	3
THL 311	Intermediate Theology I	3
THL 312	Intermediate Theology II	3

Total Hours 31

NOTE: Transfer students must take at least twelve (12) hours from these Bible-related requirements at Washington Bible College. An evaluation of each student's transcript by the Bible Department Chair will determine if any specific courses must be taken as part of this twelve hour minimum.

General Education Core

The objectives of the General Education Department of Washington Bible College focus on academic disciplines common to undergraduate degree programs. General college courses such as English, Science, Math, Language, and Fine Arts represent the disciplines in the General Studies Department. The following objectives describe the goals of the General Studies Department:

1. To provide strong general education courses with a Christian worldview to prepare students for future career opportunities.
2. To prepare students who intend to go to graduate school and study in other professional areas.
3. To edify and educate students in biblical foundations as they relate to general education courses.
4. To create a positive learning environment for students who intend to pursue ministry or professional careers.
5. To promote critical thinking about and understanding of general education course material and its relationship to biblical truth.
6. To train students to be excellent communicators and writers.
7. To educate students in basic math and science areas as a necessary component for general education.

8. To establish basic knowledge in all general education areas for student training.
9. To teach students the contrasting relationship of secular truth to absolute truth founded on the authority of Scripture.
10. To develop students who influence the world by serving God and humanity through professional careers.

Professional Education Core

The following are the objectives of the Department of Professional Studies:

1. To expose students to the studies and disciplines associated with selected professional fields of service.
2. To educate students in the attitudes, concepts, meanings, practices, principles, and responsibilities of professionalism.
3. To encourage students in the reality of God's direction toward professional service, either in Christian ministry or in other vocational work.
4. To engage students in the understanding, importance, and significance of the Christian faith as it relates to selected occupations in the professional world.
5. To energize students in the acquisition, articulation, and application of a distinctively Christian worldview as a means of honoring God both personally and professionally.
6. To elevate students to a level of biblical knowledge that is both foundational for life and transformational for the world.
7. To equip students in their pursuit of further advanced studies or entry-level service in their chosen profession.
8. To empower students in the development of Christian character and the virtues of creativity, discernment, excellence, integrity, intellectual honesty, objectivity, and scholarship within a biblical worldview.
9. To enable students to become insightful, lifelong learners, skilled workers, and mature servant-leaders who exemplify the love of Christ in a variety of professional settings.

General Education Core for Bachelor of Arts Program

The General Education core courses are those courses that are required for the Bachelor's degree. They do not include any courses that are remedial or preparatory for college work. The General Education core courses consist of 40–42 hours, taken according to the following criteria:

ARTS AND HUMANITIES

24 credits required from the following four areas:

English 9 credits required

English Composition I* 3
English Composition II+ 3
English Literature elective 3

** Placement testing required. Some students may be required to take ENG 100 Introduction to College English.*

+ A passing grade in ENG 122 English Composition II is a prerequisite for all 300 and 400 level courses.

Fine Arts 3 credits required

Music Appreciation 3
Art Appreciation 3
Applied Music 3*
Concert Choir 3

**See special conditions placed on the use of Applied Music credits for the Fine Arts elective.*

History and Philosophy 6 credits required

Introduction to Philosophy 3
History of the Black Church 3
History Electives 6
(American and World History)

Foreign Language and Communication Arts 6 credits required

Introduction to Biblical Languages	3
Greek I	3
Greek II	3
German I	3
German II	3
Spanish I	3
Spanish II	3
Public Speaking	3

MATHEMATICS* 3 credits required

Introduction to Statistics	3
Math for the Liberal Arts	3

** Placement testing required. Some students may be required to take MAT031 and/or MAT032 Basic Math I/II.*

SOCIAL AND BEHAVIORAL SCIENCES 6 credits required

Introduction to Psychology	3
Introduction to Sociology	3

BIOLOGICAL AND PHYSICAL SCIENCES 3 credits required

General Biology	3
Human Anatomy and Physiology	3
Creation Science	3
Physical Science	3

PHYSICAL EDUCATION 1 credit required

Multiple Physical Education electives 1 each

GENERAL EDUCATION 3 credits required

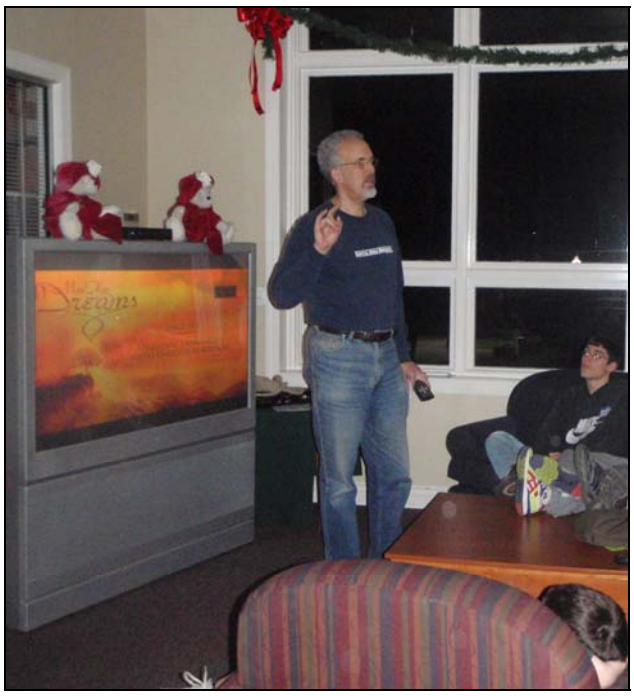
Orientation for Success*	3
Any course listed above (not taken to fulfill another category)	3

** The Orientation for Success class will be required of all first-time college students. Transfer students who have had a similar course or who have above a 2.7 cumulative grade average from their transferring institution may request exemption from the Academic Dean.*

Total Hours	**40**

Transfer of Credits

The College provides an education based on a Christian worldview. It is important that students develop their own Christian philosophy, which we believe WBC fosters in all its classes. For this reason, once students enroll at WBC, they are expected to complete their education in residence. Students who desire to take a course at another accredited institution with the intention of transferring the course to WBC must obtain written permission prior to enrolling in the course. Signatures of the Registrar and the student's adviser and a grade of "C" guarantee the transferability of the course. A maximum of fifteen (15) credits of planned transfer and/or CLEP/DANTES credit may be taken at other institutions by WBC students from the time they enroll at the College until they graduate. Credits earned prior to enrollment are not counted toward this limit.



CAMPUS MISSIONS EMPHASIS

The missions emphasis on the Washington Bible College campus is unique. Its goal is to equip students with the ability to serve the Lord effectively in the global community. To achieve this goal, all students are given a wide exposure to missions. Regular chapels featuring various missionary speakers and career opportunities are held. The yearly Missions Conference is one of the highlights of the school year, so much so that classes are cancelled for it. School-sponsored short-term missions trips led by faculty and staff of WBC/CBS are offered regularly. Prayer for various individuals and aspects of missions is an essential aspect of student life.

Further, in their freshman year all students take an introductory course in missions that focuses upon the task of missions and the direction of missions today.

As world missions increasingly targets the final frontiers of missions, individuals anticipating a career in missions are encouraged more and more to equip themselves with “marketable skills” or training that will enable them to work in countries traditionally closed to the Gospel. At WBC, any program can be adapted to meet the needs of the student anticipating a full-time career in missions. Working under the careful supervision of the Intercultural Studies Department Chair and the Missions Focus Group, the student gains the knowledge and skills required to serve the Lord in a cross-cultural ministry, either at home or overseas, in a rural or an urban setting. This training is augmented through the wide variety of multicultural ministry courses offered at WBC. Finally, exciting internships among the very cultural groups the student anticipates working with are widely available in the culturally diverse community in the Greater Washington, D.C., metropolitan area.

ACADEMIC DEPARTMENTS

The academic area of the College is organized according to the following divisions:

Department of General Studies
Department of Bible and Theology
Department of Professional Studies

To find specific information on a major or concentration please consult the table of contents. Concentrations are listed by department within their respective major.

Bachelor of Arts Degrees

Washington Bible College now offers two Bachelor's degrees: a Bachelor of Arts in Biblical Studies and a Bachelor of Arts in General Studies. The general requirements for the two degrees are the same. They are distinguished on the basis of the concentration the student chooses. Those who chose to focus on business administration will receive a Bachelor of Arts in General Studies upon graduation. Those who focus on Biblical Studies, Pre-seminary, Youth Ministry, Psychology/ Counseling, or General Studies will receive a Bachelor of Arts in Biblical Studies.

Bachelor of Arts in Biblical Studies

With the Bachelor of Arts in Biblical Studies, the student chooses a concentration from one of the following three departments.

DEPARTMENT OF GENERAL STUDIES

Degree Completion Option (for transfer students)

DEPARTMENT OF BIBLE AND THEOLOGY

Bible/Theology
Accelerated Pre-Seminary Track
Pastoral Ministries

DEPARTMENT OF PROFESSIONAL STUDIES

Psychology/Counseling
Accelerated Counseling Track
General Studies
Youth Ministry
Accelerated Youth Ministry Track

Department of General Studies

DEGREE COMPLETION OPTION (for transfer students in the traditional program)

The goal of the degree completion option is to provide transfer students with flexibility in transferring their 61 credits or more to a Biblical Studies degree.

This option is designed for students who have completed a minimum of 61 hours at another college/university and earned an Associate's degree. The option is laid out here in a two-year format to show all Bible/theology requirements. It is assumed that students who take this option will already have most of their 40 hours of required general education and most of their professional and free electives. The degree completion option will take the average full-time student with a minimum of an A.A./A.A.S. degree just two years to complete the B.A. degree.

Students who are 25 years or older may want to consider enrolling in WBC's Adult Degree Completion Program (ADCP), an accelerated program with modular courses designed specifically for the mature, working student.

THIRD YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
BIB 201	Gospels & Acts	3	THL 311	Intermediate Theology I	3
THL 105	Introduction to Theology	3	BIB 302	Historical Books	3
FST 481	Christian Worldview	3		Required Gen Ed or Prof Courses*	6
	Field Education	(1)		Field Education	(1)
		15			**16**

FOURTH YEAR

BIB 301	Pentateuch	3		Free Elective	3
BIB 303	Pauline Epistles II	3		Required Gen Ed or Prof Courses*	12
THL 312	Intermediate Theology II	3		Field Education	(1)
	Free Bible/Theology Elective	3			
	Required Gen Ed or Prof Course*	3			
	Field Education	(1)			
		15			**15**
				TOTAL WBC	**61**
				TRANSFER	**61**
				GRAND TOTAL	122

*To be determined at transfer based on WBC requirements.
Student must have a minimum of 30 hrs 300/400-level courses to earn a B.A.

Department of Bible & Theology

The purpose of the Department of Bible and Theology is to develop spiritually mature and well-rounded critical thinkers who are able to:

- Do in-depth research
- Communicate clearly both the spoken and written word
- Be professionally equipped to serve within a diverse community
- Be prepared for further studies

The curriculum for the Division of Bible and Theology is developed with the objective of fulfilling our purpose statement. The curriculum is designed to provide students with knowledge and skills in the following areas:

1. **Biblical and Theological Knowledge**
   Students will become knowledgeable in the following areas:

   a. **Technical Background:**
   Historical and chronological issues in the Old and New Testaments. Students will also understand OT/NT geography and culture.

   b. **Biblical Overview:**
   The broad theological scope of the Old and New Testaments. Students will be able to understand the central message of each biblical book, as well as the development of biblical revelation and key introductory aspects of each book.

   c. **Theological Background:**
   Understanding of key figures, concepts, and controversies within the Christian theological tradition.

2. **In-depth Biblical and Theological Study**
   Students will be equipped with the skills necessary to do accurate and detailed biblical and theological study. This includes:

   a. **Inductive Study Skills:**
   Courses are designed so that students develop skills in inductive Bible study. A method has been designed so that students feel comfortable and confident in Bible study.

   b. **Biblical Interpretation:**
   Courses are designed to focus on smaller units of biblical text so that students may apply learned exegetical skills in order to discover the meaning of a given biblical text.

   c. **Theological Reflection:**
   Courses are designed so that students may demonstrate critical thinking and interaction with various theological perspectives. Students will be able to explain and defend their theological positions.

3. **Spiritual Development**
   Students will develop a Christian worldview and learn to apply biblical and theological truth to their personal lives, ministry, and contemporary moral and cultural issues.

4. **Relational Development**
   Students will apply biblical and theological truth to strengthen and encourage relationships within a diverse community.

5. **Preparation for Service**
   Students will be equipped to use their biblical and theological knowledge and skills as a foundation for service in professional ministry and other settings.

BIBLE/THEOLOGY

The Bible/Theology concentration provides students with an in-depth study of the Bible using additional Bible and theology courses for the professional content. This concentration focuses on Bible, theology, biblical languages, interpretive methods, and methods of research. Completing this four-year program prepares the serious Bible student for lay ministry and/or seminary.

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
THL 105	Introduction to Theology	3	SPH 101	Public Speaking	3
FST 100	Orientation for Success	3		Free Elective	3
P.E.	Elective	1		Fine Arts Elective	3
	Field Education	(1)		Field Education	(1)
		16			**16**

SECOND YEAR

THL 311	Intermediate Theology I	3	BIB 202	Pauline Epistles I	3
BIB 301	Pentateuch	3	BIB 211	PBI II Poetry	3
PSY 211	Intro to Psychology	3	PHI 221	Intro to Philosophy	3
BIB 201	Gospels and Acts	3	THL 312	Intermediate Theology II	3
	Bible/Theology Elective	3		History Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

THIRD YEAR

BIB 303	Pauline Epistles II	3	BIB 302	Historical Books	3
BIB 312	PBI III Narrative	3	BIB 304	Hebrews & Gen Epistles	3
GRK 311	Greek Grammar I	3	GRK 312	Greek Grammar II	3
	Literature Elective	3	SOC 221	Intro to Sociology	3
300/400	Free Elective	3		Bible/Theology Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

FOURTH YEAR

BIB 401	Poetical Books	3	BIB 402	Prophetic Books	3
GRK 421	Greek Exegesis I	3	BIB 488	Senior Research Seminar	3
	Math Elective	3	GRK 422	Greek Exegesis II	3
	Free Electives	6		Science Elective	3
THL 405	Advanced Theology	3			
	Field Education	(1)		Field Education	(1)
		15			**15**
				TOTAL	**122**

ACCELERATED PRE-SEMINARY

Leading to M.A. in Biblical Studies or M.Div.

The Accelerated Pre-Seminary Concentration provides for outstanding students the opportunity to expedite the process of receiving a Master's degree at Capital Bible Seminary. This concentration not only prepares students for study in a theological seminary, but also reduces the costs and time necessary to complete the seminary degree. If accepted into the program, the student may attain a Bachelor of Arts in Bible and Theology and complete the requirements for the first year of a Master's degree program in four years. The student could then continue beyond the Bachelor's degree and complete a Master of Arts degree in one additional year or a Master of Divinity degree in two additional years. Masters of Arts are available in Bible Exposition, Old Testament, New Testament, Theology, Missions, and Christian Counseling and Discipleship (with concentrations in either Church and Parachurch or Youth and Family Ministry). The Master of Divinity program has concentrations in Pastoral Ministry, Missions, and Counseling (see Capital Bible Seminary's catalog for more details on the available programs). The following program uses the Seminary's Master of Divinity General Concentration. Students interested in other programs should seek advice from the department in consultation with the Seminary.

Students must apply to Capital Bible Seminary during the Spring Semester of their junior year for acceptance into the accelerated program. Minimum qualifications for acceptance include:

- A cumulative GPA of 3.0 for the first 2.5 years (75 credits) at WBC.
- A completed application filed at Capital Bible Seminary by February 1.
- The recommendation of the WBC Bible Department.

The Seminary limits enrollment in these accelerated programs. Acceptance is limited to those with the highest qualifications as determined by the Admissions Committee. Students who do not qualify for the accelerated program will still be considered for regular Seminary admission once they have received the Bachelor of Arts degree.

B.A./MASTER OF DIVINITY PROGRAM GENERAL CONCENTRATION (Sample)

Consult your academic adviser to determine which seminary classes should be taken your fourth year.

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
THL 105	Introduction to Theology	3	SPH 101	Public Speaking	3
BIB 201	Gospels and Acts	3	THL 311	Intermediate Theology I	3
P.E.	Elective	1		Fine Arts Elective	3
	Field Education	(1)		Field Education	(1)
		16			**16**

SECOND YEAR

THL 312	Intermediate Theology II	3	BIB 202	Pauline Epistles I	3
BIB 301	Pentateuch	3	BIB 211	PBI II Poetry	3
PSY 211	Intro to Psychology	3	PHI 221	Intro to Philosophy	3
	History Elective	3		History Elective	3
	Math Elective	3		Science Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

B.A./M.DIV. PROGRAM GENERAL CONCENTRATION (Sample) (Cont'd)

THIRD YEAR

BIB 303	Pauline Epistles II	3	BIB 302	Historical Books	3
BIB 312	PBI III Narrative	3	BIB 304	Hebrews & Gen Epistles	3
GRK 311	Greek Grammar I	3	GRK 312	Greek Grammar II	3
	Literature Elective	3	SOC 221	Intro to Sociology	3
	Free Elective	3		Bible/Theology Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

FOURTH YEAR

GRK 421	Greek Exegesis I	3	GRK 422	Greek Exegesis II	3
EB 501	Old Testament History I	3	EB 504	Old Testament History/	
CO 501	Discipleship Counseling I	4		Poetical Books	3
CO 502	Discipleship Counseling II	2	TH502	Pneumatology/Ecclesiology	3
	Elective CBS	3		Elective CBS	6
PM 451	Field Education	(1)	PM 451	Field Education	(1)
		15			**15**

FIFTH YEAR

RS 601	Methods of Biblical Research	2	EB 505	Old Testament Prophets	3
HB 601	Hebrew Grammar I	4	EB 523	Hermeneutics	3
TH 602	Survey of Church History	2	GK 602	Exegesis of I Corinthians	3
GK 601	Prin. of Greek Exeg. & Galatians	4	HB 602	Hebrew Grammar II	4
TH 541	Anthro., Hamartiology			Elective	2
	& Soteriology	4			
PM 451	Field Education	(1)	PM 451	Field Education	(1)
		16			**15**

SUMMER

	Internship Elective	**2**

SIXTH YEAR

EB 608	Critical Issues/Bible Bkgd	3	HB 702	Hebrew Exegetical Principles	3
HB 701	Hebrew Readings	3	GK 702	Exegesis of Hebrews	2
GK 701	Exegesis of Romans	3	TH 702	Christology	3
TH 701	Bibliology & Theism	3	TH 601	Premillennialism and	
PM 602	Creative Bible Teaching	2		Dispensationalism	3
	Practical Theology Elective	2		Practical Theology Electives	6
PM 451	Field Education	(1)		Field Education	(1)
		16			**17**

TOTAL (B.A. & M.Div.) 188

PASTORAL MINISTRIES

In addition to the Institutional goals, the goals for students in the Pastoral Ministries Department include the following:

1. Develop a thorough knowledge of Bible and Theology that fosters personal spiritual formation, the ability to articulate biblical truth, and the discipling of others.
2. Acquire a solid foundation in speech theory, hermeneutical skills, and the sermonization process that fosters biblically accurate and effectively delivered expositional sermons.
3. Acquire an understanding of the call to the pastoral ministry, the procedures involved in candidating for and resigning from a ministry, in conducting funerals and weddings, and in counseling principles.
4. Develop a biblically oriented personal philosophy of ministry as a foundation to their future service.
5. Develop a personal doctrinal statement and a philosophy of local church ministry in preparation for future candidating opportunities.
6. Enhance critical thinking and interaction with research literature in the field of pastoral theology and implementation of appropriate refinements in the local church ministry.
7. Demonstrate and enhance understanding of pastoral ministry through a supervised internship program.

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
FST 100	Orientation for Success	3	BIB 202	Pauline Epistles I	3
THL 105	Introduction to Theology	3		Fine Arts Elective	3
	P.E. Elective	1			
	Field Education	(1)		Field Education	(1)
		15			**14**

SECOND YEAR

BIB 201	Gospels & Acts	3	THL 311	Intermediate Theology I	3
PSY 211	Intro to Psychology	3	BIB 211	PBI II Poetry	3
SPH 101	Public Speaking	3	PHI 221	Intro to Philosophy	3
	Church Ministry Elective	3	SOC 221	Intro to Sociology	3
	Science Elective	3		History Elective	3
	Math Elective	3			
	Field Education	(1)		Field Education	(1)
		15			**18**

THIRD YEAR

BIB 301	Pentateuch	3	BIB 302	Historical Books	3
BIB 303	Pauline Epistles II	3	BIB 304	Hebrews & Gen Epistles	3
BIB 312	PBI III Narrative	3	GRK 312	Greek Grammar II	3
GRK 311	Greek Grammar I*	3	PMN 311	Homiletics I	3
THL 312	Intermediate Theology II	3	300/400	Bible/Theology Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

PASTORAL MINISTRIES (Cont'd)

SUMMER

PM 492	Pastoral Internship	3

FOURTH YEAR

BIB 401	Poetical Books	3	BIB 402	Prophetic Books	3
GRK 421	Greek Exegesis I	3	GRK 422	Greek Exegesis II	3
PMN 312	Homiletics II	3	PMN 411	Homiletics III	3
PMN 321	Pastoral Theology	3	THL 405	Advanced Theology	3
	Counseling Elective	3		Literature Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**
				TOTAL	**125**

After the first semester of Greek, if a student demonstrates an inability to grasp the language, he can request an alternate track, and with the permission of the Department Chair, may pursue courses in either counseling or missions in place of 9 hours of Greek. All students must complete one three-hour language elective.

STATEMENT ON CHURCH LEADERSHIP

The College believes Scripture clearly teaches that God has ordained men to have the responsibility and authority for the church (Mark 3:13–19; Acts 20:17,28; I Timothy 3:1–2; I Peter 5:1–4). Women should not exercise spiritual authority over men (I Corinthians 11:2–16, 14:34–35; I Timothy 2:11–15). However, God desires to use women in significant ministry in personal evangelistic ministries around the world (John 4:39; Romans 1:14–17), in teaching ministries to women and children (Romans 12:7), in service ministries such as visitation, benevolence, and hospitality (James 1:27; Romans 16:1–2), in assisting their husbands in ministry (Genesis 2:18–23; Romans 16:3; I Timothy 3:11), in family ministries to children (I Timothy 2:15; II Timothy 1:5, 3:15; Proverbs 31:10–31, 1:18),in counseling ministries to other women (Titus 2:4–5), and in many other ways.

Department of Professional Studies

DEPARTMENT OF PSYCHOLOGY AND COUNSELING

The professional concentration in Psychology and Counseling at Washington Bible College is designed for those students who desire to gain counseling and helping skills to use in ministry and Christian schools at the conclusion of the Bachelor's degree. It is also designed for students who are seeking adequate undergraduate preparation for graduate work in counseling.

The objectives of the Department of Psychology and Counseling for its students are to:

1. Learn about people, their problems, and God and His solutions as revealed in the Scriptures.
2. Develop a biblical philosophy of helping that will include an appropriate integration of psychological research data, methodology and technique.
3. Learn about the various developmental life stages.
4. Become aware of the major psychological theories of personality.
5. Learn the principles and techniques of counseling.
6. Develop counseling skills within a biblical framework.
7. Complete an appropriate background in core courses so that graduate work in pastoral or mental-health counseling may be pursued if desired.
8. Understand the legal, ethical, ministerial, and professional issues in contemporary counseling practice.
9. Have practical experiences and interaction related to counseling while serving under appropriate supervision.
10. Increase awareness of multicultural concerns.
11. Experience personal and spiritual growth and development through courses and relational interaction.
12. Achieve credentials with the Association of Christian Schools International (ACSI) in Guidance Counseling.

Students in the WBC Counseling Program may continue their studies at Capital Bible Seminary by means of the accelerated track (see program below) or with advanced standing (testing required). The Seminary offers the Master of Arts in Christian Counseling and Discipleship (MACCD) as well as an additional 30 hours leading to a professional counseling degree. Students are advised to apply to Capital Bible Seminary early for admittance into the MACCD program.

COUNSELING

Leading to a B.A. in Biblical Studies with a concentration in Pre-Counseling and Christian School Guidance Counseling.

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
THL 105	Introduction to Theology	3	SPH 101	Public Speaking	3
	History Elective	3	THL 311	Intermediate Theology I	3
FST 100	Orientation for Success *(as req.)*	(3)		Fine Arts Elective	3
	Field Education	(1)		Field Education	(1)
		15/18			**16**

SECOND YEAR

BIB 201	Gospels & Acts	3	BIB 302	Historical Books	3
MAT 223	Intro to Statistics	3	PSY 224	Child Psychology	3
PSY 211	Intro to Psychology	3	SCI 233	Human Anatomy/Physiology	3
LNG 200	Intro to Biblical Languages	3	SOC 221	Intro to Sociology	3
THL 312	Intermediate Theology II	3	PHI 221	Intro to Philosophy	3
	P.E. Elective	1		(or Orientation for Success)	
	Field Education	(1)		Field Education	(1)
		16			**15/12**

THIRD YEAR

BIB 301	Pentateuch	3	300/400	Bible/Theology Elective	3
BIB 303	Pauline Epistles II	3	CNS 322	Needs Assess in Counseling	3
CNS 321	Survey/Philosophy of Counseling	3	CNS 332	Intro Guidance Counseling	3
PSY 331	Adolescent Psychology	3	PSY 322	Abnormal Psychology	3
TED 111	Philosophy of Education	3		Literature Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

FOURTH YEAR

CNS 421	Counseling Techniques	3	CNS 334	Multicultural Couns. Techniques	3
CNS 491	Counseling Internship	3	CNS 422	Group Process/Dynamics	3
PSY 321	Educational Psychology	3	CNS 434	Legal Issues/Prac. in Counseling	1
PSY 421	Adult Psych/Gerontology	3	CNS 442	Marriage & Family Issues	3
TED 451	Tests & Measurements	3	300/400	Bible/Theology Elective	3
	Field Education	(1)		Field Education	(1)
		15			**13**
				TOTAL	**120**

ACCELERATED COUNSELING TRACK

Leading to an M.A. in Counseling and Discipleship

To qualify for entrance into this program, the student must:

1. Achieve a minimum 3.0 cumulative GPA during the 2.5 years of the program (75 hours).
2. Complete and submit an application to Capital Bible Seminary after completion of 75 semester hours.
3. Be recommended by the Program Director of the Department of Psychology and Counseling at Washington Bible College.
4. Be interviewed and accepted by the CBS Counseling Department for acceptance into the program.

Note: The Seminary limits enrollment in accelerated programs. Acceptance is limited to those with the highest qualifications as determined by the Admissions Committee. Students who do not qualify for the accelerated program will still be considered for regular Seminary admission once they have received the Bachelor of Arts degree.

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
THL 105	Intro to Theology	3	SPH 101	Public Speaking	3
PSY 211	Intro to Psychology	3	THL 311	Intermediate Theology I	3
FST 100	Orientation for Success *(as req.)*	(3)		Human Anatomy & Physiology	3
	Field Education	(1)		Field Education	(1)
		15/18			**16**

SECOND YEAR

CNS 321	Survey/Philosophy of Counseling	3	CNS 322	Needs Assessment in Counseling	3
MAT 223	Intro. to Statistics	3	PSY 224	Child Psychology	3
TED 111	Philosophy of Education	3		Fine Arts Elective	3
THL 312	Intermediate Theology II	3	SOC 221	Intro to Sociology	3
LNG 200	Intro to Bib. Lang. or		PHI 221	Intro to Philosophy (or	
	GRK 311 Greek Grammar I	3		Orientation for Success)	3
	P.E. Elective	1		Greek Grammar II *(optional)*	(3)
	Field Education	(1)		Field Education	(1)
		16			**12/15/18**

THIRD YEAR

CNS 391	Counseling Practicum	3	CNS 434	Legal Issues/Practice in Counseling	1
PSY 331	Adolescent Psychology	3	CNS 442	Marriage & Family Issues	3
PSY 421	Adult Psychology/Gerontology	3	CNS 332	Intro. to Guidance Counseling	3
PSY 321	Educational Psychology. or			History Elective	3
	GRK421 Greek Exegesis I	3	300/400	NT Elective or	
300/400	OT Elective	3	GRK422	Greek Exegesis II	3
				Literature Elective	3
	Field Education	(1)		Field Education	(1)
		15			**16**

ACCELERATED COUNSELING (Cont'd)

FOURTH YEAR*

CO 501	Discipleship Counseling I	3	EB 523	Hermeneutics	3
CO 502	Discipleship Counseling II (Lab)	3	CO 503	Group Counseling/Discipleship	3
CO 506	Personal Counseling/Discipleship	3	EB 504	OT History II & Poetical Books	3
EB 501	Old Testament History I	3	EB 512	Acts & Pauline Epistles	3
EB 511	Gospels	3	TH 502	Pneumatology/Ecclesiology	3
	Field Education	(1)		Field Education	(1)
		15			**15**
				TOTAL FOR B.A.	**122/(128)**

FIFTH YEAR*

Church and Parachurch Concentration

CO 601	History of Counseling/Soul Care	3	CO 504	Marriage and Family I	4
	Counseling Elective	3	CO 505	Marriage and Family II (Lab)	2
TH 541	Anthro/Hamartiology/Soteriology	4	CO 614	Theology/Psychology	3
PM 601	Creative Bible Teaching	3		Counseling Elective	3
	Bible/Theology Elective	3	CO 602	Equipping Lay Counselors	3
	Field Education	(1)		Field Education	(1)
		16			**15**

FIFTH YEAR*

Youth and Family Ministry Concentration

CO 507	Philosophy of Youth/Family	3	CO 504	Marriage and Family I	4
CO 605	Counseling Adolescents	3	CO 505	Marriage and Family II (Lab)	2
TH 541	Anthro./Hamartiology/Soteriology	4	CO 508	Practice of Youth/Family	3
PM 601	Creative Bible Teaching	3		Counseling Elective	3
	Bible/Theology Elective	3	CO 606	Equipping Youth Counselors	3
	Field Education	(1)		Field Education	(1)
		16			**15**

SIXTH YEAR*

Professional Counseling Concentration

CO 701	Statistics & Research Methods	3	CO 705	Appraisal & Testing in Counseling	3
CO 702	Eth & Prof Orien to Couns	3	CO 706	Social & Cultural Found in Couns	3
CO 703	Human Growth & Develop	3	CO 707	Lifestyle & Career Development	3
CO 704	Comparative Theory of Personality	3	CO 708	Abnormal Behavior	3
CO 751	Prof Counseling Internship I	3	CO 752	Prof Counseling Internship II	3
		15			**15**

**All courses to be taken at Capital Bible Seminary*

General Studies

The goal of the General Studies track is to make it easier for transfer students and students with special needs to channel their 30+ credits of professional courses. The Bible and General Education requirements are the same as most other B.A. concentrations. Because the professional courses do not need to be taken from a single department, the student may choose these courses from any of the departments. However, students are reminded that they must complete 45 hours of upper-level credit to earn a B.A. degree. Students are cautioned that, while a broad approach is attractive, it does not provide in-depth ministry preparation in any one area. This program may fit the needs of some transfer students who have already taken a variety of professional electives at another college/university. The General Studies track must be declared upon admittance, be planned with an adviser, and be approved by the Registrar.

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
FST 100	Orientation for Success	3	SPH 101	Public Speaking	3
THL 105	Introduction to Theology	3		Free Elective	3
	P.E. Elective	1			
	Field Education	(1)		Field Education	(1)
		15			**14**

SECOND YEAR

BIB 201	Gospels & Acts	3	BIB 302	Historical Books	3
PSY 211	Intro to Psychology	3	PHI 221	Intro to Philosophy	3
	History Elective	3	SOC 221	Intro to Sociology	3
	Literature Elective	3		Fine Arts Elective	3
300/400	Professional Elective	3	THL 311	Intermediate Theology I	3
	Field Education	(1)		Field Education (	1)
		15			**15**

THIRD YEAR

BIB 301	Pentateuch	3		Math Elective	3
BIB 303	Pauline Epistles II	3		300/400 Professional Electives	9
	Science Elective	3		Free Electives	6
THL 312	Intermediate Theology II	3			
	Language Elective	3			
	Field Education	(1)		Field Education	(1)
		15			**18**

FOURTH YEAR

	Bible/Theology Elective	3		Bible/Theology Elective	3
300/400	Professional Electives	9	300/400	Professional Electives	9
			FST 481	Christian Worldview	3
	Free Elective	3		Free Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

TOTAL 122

Students may opt to take additional Bible/theology courses as part of their professional electives.

Youth Ministry

The youth ministry concentration is designed to educate and equip students to be effective youth ministers/workers/mentors in the local church or para-church ministries. Students will gain a well-balanced and comprehensive understanding in the theory and practice of youth ministry and develop personally with a broad knowledge and diversity of skills in order to effectively minister to contemporary youth.

The goals of the Youth Ministry Program for its students are that:

1. Students will develop a thorough knowledge of the Bible and spiritual truth and be able to articulate a biblical philosophy of youth ministry.
2. Students will acquire a knowledge of the principles of ministering to youth in all situations evident in a multicultural society.
3. Students will impact local churches through youth ministries and be catalysts to the half of the world that is under 18 years of age.
4. Students will start and/or develop churches that focus on the young and reach and disciple them in a multicultural society.

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 100	Orientation for Success	3	FST 102	Intercultural Studies Seminar	1
FST 110	Evang., Discipleship, & Apolog.	3	THL 105	Introduction to Theology	3
YMI 111	Introduction to Youth Min	3	YMI 223	Pers/Priv Life of a Leader	3
	P.E. Health Elective	1			
	Field Education	(1)		Field Education	(1)
		15			**14**

SECOND YEAR

BIB 201	Gospels & Acts	3	PHI 221	Intro to Philosophy	3
PSY 211	Intro to Psychology	3	SPH101	Public Speaking	3
YMI 321	Cross Cultural YM	3	SPM 122	Intro to Sports Ministry	3
	Science Elective	3	YMI 324	YM Organization/Planning	3
THL 311	Intermediate Theology I	3	THL 312	Intermediate Theology II	3
	Field Education	(1)		Field Education	(1)
		15			**15**

THIRD YEAR

BIB 301	Pentateuch	3	BIB 302	Historical Books	3
BIB 303	Pauline Epistles II	3	PSY 226	Human Growth & Devel	3
YMI 394	Communicating with Youth	3	SOC 221	Intro to Sociology	3
	Math Elective	3	YMI 395	Counseling Youth	3
	Literature Elective	3		History Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

Summer

YMI 491	Youth Ministry Internship	3
	(taken during Junior or Senior year)	

FOURTH YEAR

PSY 321	Educational Psychology	3	TED 242	Methods of Tch Bible II	3
PSY 331	Adolescent Psychology	3	YMI 494	Professional Orient/YM	3
TED 241	Methods of Tch Bible I	3		Fine Arts Elective	3
300/400 Bible/Theology Elective		3		300/400 Free Elective	3
	Language Elective	3		Free Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**
				TOTAL	**122**

YOUTH AND SPORTS MINISTRY TRACK

The Sports Ministry track is designed to educate, equip, and prepare students to effectively minister using sports as a tool for ministry in the local church, parachurch, or athletic setting. Students will be given a broad overview of Sports Ministry, the mechanics of planning and implementing Sports Ministry, plus the flexibility of learning content that is appropriate for specific sports ministry settings. Students will gain a well-balanced and comprehensive understanding of the theory and practice of Sports Ministry and develop personally with a range of skills needed to effectively use sports as a tool for ministry.

The goals of the Sports Ministry track are that:

1. Students will develop a thorough knowledge of the Bible and spiritual truth and be able to articulate a biblical philosophy of Sports Ministry.
2. Students will acquire knowledge of the principles of ministering through sports in settings evident in a multicultural society.
3. Students will impact local church, parachurch, or recreational settings with a vision for seeing the Gospel proclaimed to the entire population that sees, enjoys, and participates in sports.
4. Students will develop and implement sports ministry within all areas of life, and use it as a platform for fulfilling the Great Commission (Matt 28:19, 20), and bringing glory to God (1 Cor 10:31).

First Year

Bib 101-	Bible Survey	3	Bib 111	PBI I Epistles	3
Eng 121	English Comp 1	3	Eng 122	English Comp 2	3
FST 100	Orientation for Success	3	FST 102	Intercultural Studies Seminar	1
FST 110-	Evangelism, Discipleship, Apol.	3	THL 105	Intro to Theology	3
YMI 111	Intro to Youth Ministry	3	SPM 111	Intro to Sports Ministry	3
				PE/Health Elective	1
Field Education		(1)		Field Education	(1)
		16			**14**

Second Year

Bib 201	Gospels and Acts	3	PHI 221	Intro to Philosophy	3
PSY 211	Intro to Psychology	3	SPH 101	Public Speaking	3
YMI 223	Pers/Priv Life of a Leader	3	THL 312	Intermediate Theology II	3
THL 311	Intermediate Theology I	3	SCI 233	Anatomy and Physiology	3
SPM 321*	Psychology of Sport *or*	3	SPM 322*	Cont Issues in Sport *or*	3
	Math elective**	3		Math elective**	3
	Field Education	(1)		Field Education	(1)
		15			**15**

**Only one of these courses (SPM 321 or SPM 322) is required.*
***One math elective is REQUIRED in either semester.*

Third Year

Bib 301	Pentateuch	3	Bib 302	Historical Books	3
Bib 303	Pauline Epistles II	3	Psy 226	Human Growth & Development	3
YMI 394	Communicating with Youth	3	Soc 221	Intro to Sociology	3
SPM 421	Rec Ministriy & Athletic Admin	3	YMI 395	Counseling Youth	3
	Literature Elective	3		History Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

Summer

SPM 491	Internship in Sports Ministry *or*	
SPM 492	Coaching Internship *or*	
SPM 493	Sports Ministry Mission Trip	3

(taken during/between Junior and Senior years)

Fourth Year

PSY 321	Educational Psychology	3	TED 242	Methods of Tch Bible II	3
PSY 331	Adolescent Psychology	3		Fine Arts Elective	3
TED 241	Methods of Tch Bible I	3	300/400	Free Elective	3
300/400	Bible/Theology Elective	3		SPM Elective	3
	Language Elective	3		Free Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**
				TOTAL	**123**

ACCELERATED YOUTH MINISTRIES TRACK

Leading to an M.A. in Counseling and Discipleship

The Accelerated Youth Ministry Concentration provides to outstanding students the opportunity to expedite the process of receiving a Master's degree at Capital Bible Seminary.

This concentration not only prepares students for youth ministry, but it also prepares students for graduate theological study and reduces the costs and time necessary to complete a graduate degree. If accepted into the program, the student may earn a Bachelor of Arts degree and complete the first year of the Master of Arts degree in the traditional four years. The student could then continue and complete the Master's degree in one additional year at Capital Bible Seminary, and continue on in an additional year to complete the licensure track. Youth Ministry students follow the Youth and Family Ministry Concentration at Capital Bible Seminary.

Students must apply to Capital Bible Seminary during the Spring semester of their Junior year for acceptance into the accelerated program. Minimum qualifications for acceptance include:

1. A cumulative GPA of 3.0 for the first 2.5 years (75 credits) at WBC.
2. A completed application fi led at Capital Bible Seminary by February 1.
3. The recommendation of the Chair of the WBC Youth Ministries Program.
4. Be interviewed and accepted by the CBS Counseling Department for acceptance into the program.

Note: The Seminary limits enrollment in accelerated programs. Acceptance is limited to those with the highest qualifications as determined by the Admissions Committee.

Students who do not qualify for the accelerated program will still be consider for regular Seminary admission once they have received the Bachelor of Arts degree.

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
FST 100	Orientation for Success	3	THL 105	Introduction to Theology	3
YMI 111	Introduction to Youth Ministry	3	SPH 101	Public Speaking	3
				P.E. Elective	1
				Fine Arts Elective	3
	Field Education	(1)		Field Education	(1)
		15			**17**

SECOND YEAR

PSY 211	Introduction to Psychology	3	PHI 221	Introduction to Philosophy	3
YMI 223	Pers.l/Private Life of a Leader	3	THL 311	Intermediate Theology I	3
YMI 321	Cross Cultural Youth Ministry	3	YMI 324	YM Organization/Planning	3
				Language or Science Elective	3
GRK 311	Greek Grammar I	3	GRK 312	Greek Grammar II (optional)	(3)
	History Elective	3		History Elective	3
	Literature Elective	3			
	Field Education	(1)		Field Education	(1)
		18			**15**

THIRD YEAR

PSY 331	Adolescent Psychology	3	BIB 302	Historical Books	
TED 241	Methods of Tch Bible I	3		or Greek Exegesis II	3
YMI 394	Communicating with Youth	3	SOC 221	Introduction to Sociology	3
BIB 301	Pentateuch	3	TED 242	Methods of Teaching Bible II	3
	Math Elective	3	THL 312	Intermediate Theology II	3
GRK 411	Greek Exegesis I (opt.)	(3)		YMI 395 Counseling Youth	3
	Field Education	(1)		Field Education (1)	
		15			**15**

FOURTH YEAR

(All courses to be taken at Capital Bible Seminary)

CO 501	Discipleship Counseling I	4	EB 523	Hermeneutics	3
CO 502	Discipleship Counseling II (Lab)	2	CO 508	Practice of Youth/Family	3
CO 507	Philosophy of Youth/Family	3	EB 504*	OT History II & Poet. Books	3
EB 501*	OT History I	3	EB 512*	Acts & Pauline Epistles	3
EB 511*	Gospels	3	TH 502*	Pneumatology./Ecclesiology	3
	Field Education (1)			Field Education (1)	
		15			**15**
				TOTAL for B.A.	**125**

FIFTH YEAR

Youth and Family Ministry Concentration (sample)

CO 506	Philosophy of Youth/Family	3	CO 504	Marriage and Family I	4
CO 605	Counseling Adolescents	3	CO 505	Marriage and Family II (Lab)	2
TH 541	Anthro./Hamar./Soteriology	4	CO 503	Group Counseling/Discipleship	3
PM 601	Creative Bible Teaching	3		Counseling Elective	3
	Bible/Theology Elective	3	CO 606	Equipping Youth Couns.	2
	Field Education	(1)		Field Education	(1)
		16			**14**
				TOTAL for M.A.	**155**

SIXTH YEAR

Professional Counseling Concentration (sample)

CO 701	Statistics & Research Methods	3	CO 705	Appraisal & Testing in Couns.	3
CO 702	Ethical/Prof. Orient. to Couns.	3	CO 706	Soc./Cult. Found. in Couns.	3
CO 703	Human Growth & Development	3	CO 707	Lifestyle & Career Development	3
CO 704	Comparative Theory of Pers.	3	CO 708	Abnormal Behavior	3
CO 751	Prof. Counseling Internship I	3	CO 752	Prof. Counseling Internship II	3
		15			**15**
				TOTAL for M.A.	**185**

Bachelor of Arts in General Studies

With the Bachelor of Arts in General Studies, the student can concentrate in Business Administration.

BUSINESS ADMINISTRATION

The purpose of the program is to prepare individuals for leadership in the business environment by providing students with the opportunity to learn the skills and knowledge necessary for success in the business world.

These skills and knowledge are filtered through a distinctively biblical worldview that allows a student to wrestle with the challenges facing the world of business from a perspective formed by deep interaction with the truths of Scripture as well as with the best theories and practices from within the business community.

Graduates are equipped to work successfully within a variety of organizational settings and to work as independent entrepreneurs. In addition to what a student learns by studying the Bible and the General Education core, by the end of this program the student should be able to:

1. Demonstrate ability in qualitative and quantitative strategic planning, analysis, and problem solving.
2. Understand and apply generally accepted principles of economics to situations at home and abroad.
3. Understand the relationship between economic liberty, religious liberty, and limited government.
4. Understand how to improve organizational effectiveness by leading people and managing operations effectively through sound business practices, ethical decision making, and servant leadership.
5. Articulate a philosophy of business practice consistent with a biblical worldview that sees the profession as an important Christian calling and applicable in any setting whether at home or abroad.
6. Articulate and follow ethical business practices regarding human relations, management, marketing, law, information systems, finance, and leadership.
7. Articulate the relationship between ethical business practices and the fulfillment of the Great Commission.

BUSINESS ADMINISTRATION

FIRST YEAR

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition	3	ENG 122	English Composition II	3
FST 101	Christian Life and Witness	3	FST 102	Intercultural Studies Seminar	1
THL 105	Introduction to Theology	3	SPH 101	Public Speaking	3
FST 100	Orientation for Success	3	BUS 100	Introduction to Business	3
	Fine Arts Elective	3			
	Field Education	(1)		Field Education	(1)
		15			**16**

SECOND YEAR

BIB 201	Gospels and Acts	3	BIB 302	Historical Books	3
BUS 111	Info. Systems in Bus.	3	BUS 200	Intro. to Marketing and Finance	3
PSY 211	Introduction to Psychology	3	SOC 201	Introduction to Sociology	3
MAT 223	Introduction to Statistics	3		History/Philosophy Elective	3
	For. Lang. and Comm. Arts El.	3		Free Elective	3
	P.E. Elective	1			
	Field Education	(1)		Field Education	(1)
		16			**15**

THIRD YEAR

BIB 301	Pentateuch	3	THL 311	Intermediate Theology I	3
BUS 201	Principles of Accounting I	3	BUS 202	Principles of Accounting II	3
BUS 221	Business Communications	3	BUS 311	Human Resource Management.	3
BUS 301	Persp. on Ldershp. and Mngmt.	3	BUS 312	Micro-Economics	3
	Free Elective	3		Literature Elective	3
	Field Education	(1)		Field Education	(1)
		15			**15**

FOURTH YEAR

BUS 313	Strategic Planning	3	BUS 491	Business Internship	3
BUS 400	Business Law	3		Science Elective	3
BUS 401	Business Ethics	3		History/Philosophy Elective	3
BIB 303	Pauline Epistles II	3		Free Electives	6
THL 312	Intermediate Theology II	3			
Field Education		(1)		Field Education	(1)
		15			**15**
				TOTAL	**122**

Other Degree Programs

ASSOCIATE OF ARTS DEGREE

Among educational institutions in this country, the two-year Associate of Arts degree has become the most recognized credential for college-level work that is less than a four-year Bachelor's degree program. This program is designed to instruct students in the fundamentals of the Christian faith and to stimulate them to evaluate knowledge in the light of Scriptural truth.

The program also aims to help students develop a usable understanding of and appreciation for the cultural heritage of mankind through a study of the basic liberal arts subjects presented from a Christian point of view. In addition to the biblical and general education foundation established in the Associate of Arts degree program, the elective portion of the degree program may be fulfilled in one of two areas: Bible and theology or music. A total of 30 hours of course work must be earned in residence.

Upon completion of the Associate of Arts program, students may earn a B.A. at WBC, transfer to other institutions for majors not offered here, or enter church-related ministries as biblically oriented lay persons. Students who plan to earn the A.A. degree and transfer to other institutions are advised to obtain advance approval in writing from the college to which they plan to transfer credits.

ASSOCIATE OF ARTS — BIBLICAL STUDIES

FIRST YEAR					
BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
ENG 121	English Composition I	3	ENG 122	English Composition II	3
FST 101	Christian Life & Witness	3	FST 102	Intercultural Studies Seminar	1
THL 105	Introduction to Theology	3	SPH 101	Public Speaking	3
BIB 201	Gospels and Acts	3		Bible/Theology Elective	3
	P.E./Health Elective	1		Free Elective	3
	Field Education (1)			Field Education	(1)
		16			**16**
SECOND YEAR					
THL 311	Intermediate Theology I	3	THL 312	Intermediate Theology II	3
	Bible/Theology Electives	6		Bible/Theology Elective	3
	Math Elective	3		Fine Arts Elective	3
	History Elective	3		Science Elective	3
	Field Education	(1)		Social Science Elective*	3
				Field Education	(1)
		15			**15**
				TOTAL	**62**

* Students may fulfill the Social Science requirements with the sociology, psychology, or philosophy courses that best fit their additional educational goals or career plans.

CERTIFICATE IN BIBLICAL STUDIES

For many students, one year of intensified studies in a Bible college provides the basics for a lifetime of ministry. Most mission boards require this as a minimum even if a person is planning to service airplanes or perform some other task that is not generally classified as professional ministry. For these students, Washington Bible College offers the Certificate in Biblical Studies upon the completion of 31 semester hours of class work in residence.

Some students also have found that the best way to prepare for course work at a secular university is to get a year of grounding in the Word of God at a Bible college. Our Certificate in Biblical Studies meets that need as well.

Still other students are just not sure of God's will for their future. A year at Bible college can provide not only a first year of college education, but also can expose students to new career possibilities as they grow and mature while immersed in the Word of God. The course work may be completed in one year as a full-time student or may be done part-time.

CERTIFICATE — BIBLICAL STUDIES

BIB 101	Bible Survey	3	BIB 111	PBI I Epistles	3
BIB 201	Gospels & Acts	3	FST 102	Intercultural Studies Seminar	1
FST 101	Christian Life & Witness	3		Bible/Theology Electives*	12
THL 105	Introduction to Theology	3			
	Bible/Theology Elective*	3			
	Field Education	(1)		Field Education	(1)
		15			**16**
				TOTAL	**31**

*Electives must be 100- or 200-level unless student has credit for English Composition II.

Adult Degree Completion Program (ADCP)

Washington Bible College offers an intense, accelerated format for adult students interested in applying previously earned credits toward completion of a Bachelor's degree. This concentrated format allows students who have the equivalent of an AA degree to earn up to 48 to 54 credits in two years in one of two majors. Many students are able to complete their four-year degree (120 credits) in approximately two years, taking classes only one night per week. Students with fewer transferable credits will take a little longer to complete their course requirements.

Students are placed in a cohort, which is a small group of students (usually 12–15) who take their classes together over the course of the two-year program. Because they are together for all of their classes, they develop a deep sense of community and camaraderie that encourages them to stay on task, support each other, and finish the goal of completing the program. Courses are usually five weeks long and meet once a week for four hours on the same day at the same time throughout the two years, with one week off between each "semester." Students take four or five courses (one at a time) during each 22- or 24-month-long semester. Students sit out any courses that are equivalent to ones they took at another school, and rejoin their cohort for the next course.

Students may earn a Bachelor's degree in one of two different majors: Biblical Studies or General Studies with a concentration in Business Administration.

The Biblical Studies concentration serves as an excellent foundation for those pursuing ministry in a church or parachurch context.

The Business Administration concentration equips students not only with foundational management skills, but also with the biblical basis for making ethical decisions and for dealing with people as a servant-leader. Further, it prepares students for entry into the non-profit business sector.

The degree earned with either major allows the student to pursue further study at the seminary level.

Note: The only courses offered in the ADCP schedule are for the student's major (the ones taken with the cohort). All other courses (general education and elective credits) are either transferred from another school or are taken as regular courses at WBC apart from the cohort. As a result, each student's degree completion plan is determined on a case-by-case basis that is tailored to each student. General education requirements include courses like English, math, fine arts, philosophy, public speaking, history, and science.

The cohort model gives students a built-in support system and allows them to earn up to 48 credits in two years, something most working adults cannot do with a full-time life of work, home, and ministry.

An additional benefit of the program is that ADCP students are considered full-time students and can take full advantage of most financial assistance programs. For more information on WBC's Adult Degree Completion Program, e-mail degreecompletion@bible.edu or call the ADCP office at 240.387.1213.

For admittance into the program, the student should be 25 years old and is expected to have at least 48 credit hours earned toward a Bachelor's degree from an accredited institution. Other admission and academic policies are the same as for traditional students. Please see the Admissions Information section of this catalog (starting on page 11) for further information.

Required General Education Core for ADCP Majors

Humanities (philosophy, ethics, fine arts, literature)	12	s.h.
Communication (English composition, public speaking)	9	s.h.
Social Sciences (psychology, sociology, history [6 s.h.], social science electives	15	s.h.
Natural Sciences (mathematics, science)	6	s.h.
General Education Core TOTAL	**42**	**s.h.**

ADCP students take 42 semester hours (s.h.) in required general education courses at an accredited institution either before or after the WBC ADCP component is completed. ***Note****: This is in addition to 30 s.h. of free electives.* See summary of each program at the bottom of the next page.

Bachelor of Arts in Biblical Studies – Biblical Studies Concentration (ADCP)

FIRST SEMESTER

FST 121	Goals, Priorities, and Attitudes	3
BIB 226	How to Study, Understand and Apply the Bible	3
Bib 301	Old Testament: Pentateuch	3
THL 205	Doctrine of Bibliology and Theology Proper	3
		12

SECOND SEMESTER

BIB 302	Old Testament: Historical Books	3
PHI 221	Introduction to Philosophy & Christian Thought	3
THL 315	Doctrine of Christ, Salvation, Humanity & Sin	3
BIB 309	New Testament: Gospel of John	3
		12

THIRD SEMESTER

BIB 401	Old Testament: Poetic & Wisdom Literature	3
BIB 406	New Testament: Pauline Letters	3
BIB 408	New Testament: Romans	3
HIS 241	History of Christianity	3
		12

FOURTH SEMESTER

BIB 402	Old Testament: Prophets	3
PHI 301	Christian Ethics	3
THL 320	Doctrine of the Holy Spirit, Church, and Future Things	3
BIB 410	New Testament: Hebrews through Revelation	3
		12
	TOTAL	**48**

Bachelor of Arts in General Studies – Business Administration Concentration (ADCP)

FIRST SEMESTER

FST 121	Goals, Priorities, and Attitudes	3
PHI 241	Biblical Worldview	3
BUS 205	Essentials of Management	3
BIB 226	How to Study, Understand and Apply the Bible	3
		12

SECOND SEMESTER

COM 310	Communication Concepts	3
BIB 231	Life of Christ/Gospels	3
BUS 351	Cutting Issues in Management	3
BUS 303	Biblical Concepts of Leadership	3
BUS 304	Organizational Behavior	3
		15

THIRD SEMESTER

PHI 403	Foundation of Ethics: Hebrew Wisdom Literature	3
PHI 301	Christian Ethics	3
BUS 305	Accounting for Managers	3
BUS 402	Case Studies in Leadership	3
		12

FOURTH SEMESTER

BUS 306	Marketing Concepts and Applications	3
BIB 408	New Testament: Romans	3
BUS 321	Economics and the Manager	3
THL 106	Christian Theology	3
PHI 421	Case Studies in Ethics	3
		15
	TOTAL	**54**

WBC ADCP Biblical Studies Program Summary

WBC ADCP Courses	48	s.h.
Required general education courses	42	s.h.
Free electives	30	s.h.
Total for the degree	**120**	**s.h.**

WBC ADCP Business Administration Program Summary

WBC ADCP Courses	54	s.h.
Required general education courses	42	s.h.
Free electives	24	s.h.
Total for the degree	**120**	**s.h.**

Course Descriptions for ADCP

For students in the Adult Degree Completion Program, courses are provided in a an intense, modular rather than a semester format, and are geared to the busy life styles of working adults.

COURSE NUMBERING SYSTEM

The College uses a three-letter prefix to identify the subject area and a three-digit number to identify courses according to the following system:

- 100 or 200 — Lower-division course, normally taken by freshmen or sophomores
- 300 or 400 — Upper-division course, normally taken by juniors and seniors Prerequisites are normally present.

ADCP Course Prefix Abbreviations

BIB — Bible Exposition

BUS — Business

COM — Communications

FST — Foundational Studies

HIS — History

PHI — Philosophy

THL — Theology

COURSES REQUIRED FOR ALL ADCP STUDENTS

NOTE: The following four courses are required for all ADCP students whether they are majoring in Biblical Studies or in General Studies with an emphasis in Business Administration.

FST 121 Goals, Priorities and Attitudes
(3 credits)

A study of the setting of goals, as well as the priorities necessary to attain these goals, with an emphasis upon how prioritized goals relate to the student's Christian worldview of life and the workplace. The attitude of the individual, the God-given gifts, a personal financial plan, and how they impact the ability and willingness to set prioritized goals will be discussed.

BIB 226 How to Study, Understand and Apply the Bible
3 credits)

This course includes both basic hermeneutics and Bible study methods. It is a study of the formation of the English Bible and its authority, and is a survey of the principles and practice of independent Bible study, including an emphasis on the grammatical-historical approach to biblical interpretation. The student will study methods of application leading to the development of theme, proposition, and finally the lesson itself.

BIB 408 New Testament: Romans
3 credits

A study of the letters written by the Apostle Paul to the Roman church with special emphasis given to the student's use of correct hermeneutical principles and procedures. Personal application of Scripture will be stressed.

PHI 301 Christian Ethics
3 credits

A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations, and opportunities.

BIBLICAL STUDIES MAJOR (ADCP) (48 credits)

NOTE: In addition to the courses below, the student must take four courses (FST 121, BIB 226, BIB 408, and PHI 301) that are required for all ADCP students, described previously under "COURSES REQUIRED FOR ALL ADCP STUDENTS."

BIB 301 Old Testament: Pentateuch
3 credits

This course is a study of the history of the people of God in the Old Testament as that history is recorded from Genesis through Esther. It will consider God's redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

BIB 302 Old Testament: Historical Books
3 credits

This course is a study of the history of the people of God in the Old Testament as that history is recorded from Genesis through Esther. It will consider God's redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

BIB 309 New Testament: Gospel of John
(3 credits)

The fourth Gospel is considered in light of its unique contribution to the record of the life and teachings of Jesus Christ. Special attention is given to the doctrinal, prophetic, and structural features of this Gospel.

BIB 401 Old Testament: Poetic & Wisdom Literature
3 credits

A study of Job, Psalms, Proverbs, Ecclesiastes, and the Song of Songs that emphasizes the genius of Hebrew poetry and the doctrinal depth, spiritual value, and ethical implications of these books.

BIB 402 Old Testament: Prophets
3 credits

A study of the prophetic books (Isaiah-Malachi), including a chronology of the prophets, with special attention given to the religious, social, and political message of the prophets.

BIB 410 New Testament Literature: Hebrews–Revelation
3 credits

A study of Hebrews; James; I & II Peter; I, II, and III John; Jude; and Revelation with special emphasis given to correct hermeneutical principles and procedures.

BIB 406 New Testament: Pauline Letters
3 credits

A study of the letters written by the Apostle Paul (not including Acts or Romans) with special emphasis given to the student's use of correct hermeneutical principles and procedures. Personal application of Scripture will be stressed.

HIS 241 History of Christianity
3 credits

A study of the history of the beginnings of the Christian church as described in the New Testament book of Acts. The faith, practices, and teaching of the first churches will be the focus of this study, as they are born in Judea, and then expand beyond Judaism across the Greco-Roman world. Special attention will be made to the historical contexts, the key players, and the strategies employed in the missionary expansion of these new communities.

PHI 221 - Introduction to Philosophy and Christian Thought
3 credits

An introduction to Western thought focusing on the role and function of philosophy as it relates to worldviews and understanding the fundamental uses of critical thinking as a means for evaluating the various worldview claims.

THL 205 Doctrine of Bibliology and Theology Proper
3 credits

An introduction is provided to the nature and arrangement of theology (Prolegomena); the nature, preservation, and relevancy of the Bible (Bibliology); and the Person, nature, decree, and works of God (Theology Proper).

THL 315 Doctrine of Christ, Salvation, Humanity, and Sin
3 credits

The origin, nature, and afterlife of humans (Anthropology); the nature, origin, and results of sin (Hamartiology); an overview of the humanity, deity, hypostatic union, and incarnation of Christ (Christology); and the participants, basis, and experience of salvation (Soteriology) are studied in this module.

THL 320 Doctrine of the Holy Spirit, Church, and Future Things
3 credits

A study of the distinct origin, nature, and destiny of the church, and an analysis of the scriptural teaching concerning prophecy and things to come (i.e., death and the intermediate state, second coming of Christ, the millennium, the rapture, the tribulation, heaven and hell, and the eternal state).

GENERAL STUDIES MAJOR (ADCP) – Business Administration (54 credits)

NOTE: In addition to the courses below, the student must take four courses (FST 121, BIB 226, BIB 408, and PHI 301) that are required for all ADCP students, described previously under "COURSES REQUIRED FOR ALL ADCP STUDENTS."

BIB 231 Life of Christ/Gospels
3 credits

This modular course will be a study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection, with a view toward applying His life-changing principles to one's everyday life.

BUS 205 Essentials of Management
3 credits

This modular course is a study of the five parts of managing organizations — planning, organizing, staffing, leading, and controlling/evaluating — with the study of principles for application to both not-for-profit and for-profit organizations and applications in organizations with references to Scripture.

BUS 303 Biblical Concepts of Leadership
3 credits

The concepts of leadership in the context of the Scriptures will be studied. Application of the concepts learned will affect both personal and career goals.

BUS 304 Organizational Behavior
3 credits

Manage organizational goals, priorities and strategies more effectively as they interface with the behavior of individuals and groups in- and outside of the organization. Attention will be given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

BUS 305 Accounting for Managers
3 credits

The acquisition, analysis and reporting of financial information is important to the individual manager and the organization will be studied. Special attention will be given to the planning and control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for more effective decision-making.

BUS 306 Marketing Concepts and Applications
3 credits

Managers and their understanding of the role of marketing for an organization will be studied. Emphasis will be given to the factors that affect consumer behavior, the development and evaluation of an organization's marketing strategies, and the fundamental marketing variables.

BUS 321 Economics and the Manager
3 credits

This modular course is focused on the use of economics in making managerial decisions both within an organization and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles and international trade are included.

BUS 351 Cutting Issues in Management
3 credits)

This modular course is intended to introduce students to the field of management. The concepts and vocabulary of the business environment are explored. The roles and tasks of managers are reviewed. One primary goal is to increase the self-awareness of each student in a number of areas. Through various self-reporting instruments, students are led to reflect on their attitude toward change, their learning style, their values, and their interpersonal relations orientation. Finally, students are helped to increase their skill level of several other important managerial skills: interpersonal communication and stress management

BUS 402 Case Studies in Leadership
3 credits

Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

COM 310 Communication Concepts
3 credits

This modular course is an introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

PHI 241 Biblical Worldview
3 credits

This modular course will explore ways in which the student can develop a positive relationship with God as he/she explores the roles of general revelation (the creation) and special revelation (the Scriptures), and experiences God at work in the modern world.

PHI 403 Foundations of Ethics: Hebrew Wisdom Literature

3 credits

A study of Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon that emphasizes the genius of Hebrew poetry and the doctrinal depth, spiritual value and ethical implications of these books.

PHI 421 Case Studies in Ethics

3 credits

This modular course includes reading, discussion and development of papers pertaining to relevant case studies and readings involving ethical issues applied to actual situations.

THL 106 Christian Theology

3 credits

Focusing on the classical passages of the Old and New Testaments, the student will study the basic theological concepts related to Scripture, God, Jesus Christ and His work, man and his salvation, the Holy Spirit, and the church. Our text will allow us to explore the historical development of these doctrines as well as the biblical basis for them.

Course Descriptions for Traditional Programs

For students in the traditional college programs, the courses offered by the three academic departments of Washington Bible College are designed to implement the philosophy, purposes, and objectives of the College. The Department of Bible and Theology provides the scriptural and spiritual foundation upon which all other academic endeavors are built. The Department of General Studies exposes the student to a broad spectrum of human knowledge, both past and present. The Department of Professional Studies helps to prepare students in specific vocational areas and/or for entrance into graduate programs.

COURSE SCHEDULING

Washington Bible College operates on the semester basis. The academic year consists of two semesters, each of which has a minimum of 15 weeks. The semester hour represents one 50-mionute class period per week for one semester.

- Some professional courses are on a rotation schedule and are offered alternate years. If fall and/or spring is not indicated, the course is not on regular rotation.
- The College reserves the right to alter the course schedule as circumstances dictate.
- Modular format: class sessions are completed in one or two weeks.

COURSE NUMBERING SYSTEM

The College uses a three-letter prefix to identify the subject area and a three-digit number to identify courses according to the following system:

- 0–99 — Developmental course, does not credit to degree program, but may have credit value.
- 100 or 200 — Lower-division course, normally taken by freshmen or sophomores
- 300 or 400 — Upper-division course, normally taken by juniors and seniors Prerequisites are normally present.

Course Prefix Abbreviations

ART — Art

BIB — Bible Exposition

BUS — Business

CHM — Church Ministries

CNS — Counseling

COM — Communications

CSC — Computer Science

ENG — English

GRK — Greek

FST — Foundational Studies

HIS — History

ICS — Intercultural Studies

LNG — Language

LIT — Literature

MAT — Mathematics

MUS — Music

PED — Physical Education

PHI — Philosophy

PMN — Pastoral Ministries

PSY — Psychology

SCI — Science

SOC — Sociology

SPN — Spanish

SPH — Speech

SPM—Sports Ministry

TED — Teacher Education

THL — Theology

YMI — Youth Ministry

PLEASE NOTE: ENG 122 English Composition II or its equivalent is a prerequisite for all 300- and 400-level courses.

ART

ART 101 Art Appreciation
3 credits. Spring.

A course designed to acquaint the student with the history and fundamentals of visual art. Students will survey both Western and non-Western art forms, practice basic elements of design in simple drawing and painting assignments, and explore the language of aesthetic criticism. *Lab fee applies.*

BIBLE EXPOSITION

BIB 101 Bible Survey
3 credits. Spring/Fall.

With a major emphasis in the Old Testament, this foundational course is designed to give the student a chronological and synthetic grasp of the Bible. A survey of selected books is designed to give special attention to the central theme, purpose, and general content. This course is a prerequisite for all 300- and 400-level Bible classes.

BIB 111 Principles of Biblical Interpretation I–Epistles
3 credits. Spring.

A course that answers the question, "How does one study the Bible?" Instead of total dependence on what others say the Bible means, the student is taught the skill of inductive Bible Study. PBI I Epistles will introduce the student to the inductive Bible study method as it is applied to epistolary genres. This course is a prerequisite for all 300- and 400 level Bible classes.

BIB 201 The Gospels and Acts
3 credits. Fall.

This course is a survey of the Gospels and Acts designed to give the student a broad view of the life and ministry of Christ and the ministry of His Apostles. Subjects such as the synoptic problem, birth narratives, miracles, parables, the Sermon on the Mount, and the Olivet and Upper Room Discourses are examined in the Gospels. The establishment of the early church, with emphasis on Paul's missionary efforts, is explored in the Acts.

BIB 202 Pauline Epistles I
3 credits. Spring.

A study of the background, argument, and critical passages of Galatians, 1 and 2 Thessalonians, and 1 and 2 Corinthians. Specific applications from each epistle are made to the student's own spiritual life as well as to the use of these epistles in various ministry situations.

BIB 211 Principles of Biblical Interpretation–Poetry
3 credits. Spring.

A continuation of PBI-Epistles, PBI-Poetry will provide students with an opportunity to cultivate their inductive Bible study skills in the field of poetic genre.

***Prerequisite**: BIB 111 PBI I–Epistles.*

BIB 300 Middle East History Tour
3 credits. Summer.

A tour of the Middle East with appropriate reading, lectures, and written work offers a unique educational opportunity to learn about the land of the Bible firsthand.

***Prerequisites**: BIB 101 Bible Survey and BIB 111 PBI I Epistles.*

BIB 301 Pentateuch

3 credits. Fall.

A study of the Old Testament legal books (Genesis through Deuteronomy). Special attention is given to interpreting Genesis 1–11 and to explaining the flow of the patriarchs and national history in Genesis 12 to Deuteronomy 34. Contemporary approaches to the Pentateuch are evaluated.

***Prerequisites**: BIB 101 Bible Survey and BIB 111 PBI I Epistles.*

BIB 302 Historical Books

3 credits. Spring.

A study of the Old Testament historical books (Joshua through Esther). Special attention is given to Israel's national history from the Conquest to the Post-exilic Return. Issues in OT chronology and archaeology are explored.

***Prerequisites**: BIB 101 Bible Survey and BIB 111 PBI I Epistles.*

BIB 303 Pauline Epistles II

3 credits. Fall.

A study of the background, argument, and critical passages of Romans, the Prison Epistles, and the Pastoral Epistles. Specific applications from each epistle are made to the student's own spiritual life as well as to the use of these epistles in various ministry situations.

***Prerequisites**: BIB 101 Bible Survey and BIB 111 PBI I Epistles.*

BIB 304 Hebrews and General Epistles

3 credits. Spring.

A study of the background, argument, and critical passages of the eight epistles from Hebrews through Jude. Emphasis is placed upon the student being able to work his/her way through the general content of each epistle as well as personal and ministerial applications.

***Prerequisites**: BIB 101 Bible Survey and BIB 111 PBI I Epistles.*

BIB 312 Principles of Biblical Interpretation–Narrative

3 credits. Fall.

A continuation of PBI-Epistles, PBI-Narrative will provide students with an opportunity to cultivate their inductive Bible study skills in the field of narrative genre.

***Prerequisites**: BIB 101 Bible Survey and BIB 111 PBI I Epistles.*

BIB 400 The Geography and Archaeology of Palestine

3 credits. Summer.

In a cooperative effort between the Associates for Biblical Research and the professor, this course will expose the student to the geography of the land of Israel, the text of the Bible as it relates to specific geographical sites, and the field of archaeology. The total course includes 9 days of archaeological excavation, 7 days of touring, and 3 free days.

***Prerequisites**: BIB 101 Bible Survey, BIB 111 PBI I Epistles and BIB 211 PBI II Poetry.*

BIB 401 Poetical Books

3 credits. Fall.

A study of the Old Testament Poetical Books (Job through Song of Solomon and Lamentations). Special attention will be given to Israel's national poetic literature and wisdom books. The nature and phenomena of Hebrew poetry are also discussed.

***Prerequisites**: BIB 101 Bible Survey, BIB 111 PBI I Epistles, and BIB 211 PBI Poetry.*

BIB 402 Prophetic Books

3 credits. Spring.

A study of the Old Testament Prophetic Books (Isaiah through Malachi). Some consideration is given to prophetic eschatology and to the use of OT prophecy in the New Testament.

***Prerequisites**: BIB 101 Bible Survey and BIB 111 PBI I Epistles.*

BIB 412 Advanced Biblical Interpretation
3 credits.

Building upon the theory and skills taught in the PBI series, this course develops the student's ability to interpret the Scriptures by giving consideration to passages of controversial interpretation. Discussion also is given to current issues in Biblical interpretation and genre analysis. (Offered alternate years — content of the course changes, so may be taken more than once.)

***Prerequisites**: BIB 312 PBI Narrative, BIB 101 Bible Survey, and BIB 111 PBI Epistles.*

BIB 488 Senior Research Seminar
3 credits. Fall/Spring.

A research course for the final semester of the Pre–Seminary and English Bible concentrations. Students are given the opportunity to integrate the various concepts from previous course work into a final research paper. The course is intended to provide a first step toward doing graduate-level research and writing. Opportunities are provided to interact with those who are principal representatives in their chosen course of study.

***Prerequisites**: 36 hours of Bible and Theology and six hours of Greek.*

BUSINESS ADMINISTRATION

BUS 100 Introduction to Business
3 credits. Spring.

An entry level course in the study of business administration, this course is designed to introduce the student to the theories of economic systems and the functions of business (domestic and international) and how to integrate Scriptural principles into administration.

BUS 111 Information Systems in Business
3 credits. Fall.

An introduction to important computer functions for business applications, the student will learn the skills necessary to use the latest version of Microsoft Office, including Word for word processing, Excel for spreadsheets, Access for database construction and maintenance, PowerPoint for presentations, and Outlook for e-mail and calendar applications.

BUS 200 Introduction to Marketing and Finance
3 credits. Spring.

An introduction to the field of marketing and finance as it relates to business operations. Various components of marketing environments are explored, including cross border trade and investment and the global money system. Students will learn the process of presenting a marketing plan for an organization, including all essential aspects of strategies, market segmentation, packing and labeling, promotion as well as regulatory and competitive forces.

***Prerequisites**: BUS 100 Introduction to Business.*

BUS 201 Principles of Accounting I
3 credits. Fall.

An introduction to financial statements and their production and analysis. This course will cover the basics of the entire accounting cycle, allowing the student to analyze business transactions and data entry into the accounting system, leading to the preparation of financial statements.

***Prerequisites**: MAT 223 Introduction to Statistics or MAT 231 Math for the Liberal Arts.*

BUS 202 Principles of Accounting II
3 credits. Spring.

This course is a continuation of BUS 201 and moves beyond the basic accounting cycle to include more specialized accounting procedures, including issues surrounding the administration of payroll.

***Prerequisites**: BUS 201 Principles of Accounting and MAT 223 Introduction to Statistics or MAT 231 Math for Liberal Arts.*

BUS 221 Business Communications

3 credits. Fall.

A study of effective oral and written communication in a business setting, including basic skills in writing proposals, technical reports and making presentations.

***Prerequisite**: SPH 101 Public Speaking.*

BUS 301 Perspectives on Leadership and Management

3 credits. Fall.

A survey of current theories of leadership and management analyzed from a biblical perspective. The course will especially focus on principles of leadership, team building and organizational design. Special attention will be given to the role of culture and government in business.

***Prerequisite**: BUS 100 Introduction to Business.*

BUS 311 Human Resource Management

3 credits. Spring.

A survey of the essential issues in the area of human resources, including policies and procedures, recruitment, regulations, legal issues and benefits.

***Prerequisite**: BUS 100 Introduction to Business.*

BUS 312 Micro-Economics

3 credits. Spring.

An introduction to the field of micro-economics analyzing how human behavior affects consumption, production, and exchange by individuals and businesses. The student will investigate how households and businesses make decisions and their effect on markets.

***Prerequisites**: BUS 200 Introduction to Marketing and Finance, BUS 100 Introduction to Business.*

BUS 313 Strategic Planning

3 credits. Fall.

A course designed to help the student learn the various aspects of strategic planning, from setting good goals to assessing results and refining goals made for the success of a business.

***Prerequisite**: BUS 100 Introduction to Business.*

BUS 400 Business Law

3 credits. Fall.

A study of the law that applies to business situations. The legal system and environment will be considered and include an analysis of contracts, personal property, sales, negotiable instruments, agency and employment, business organization, risk bearing devices, and real property.

***Prerequisite**: BUS 100 Introduction to Business.*

BUS 401 Business Ethics

3 credits. Fall.

This course examines the role of ethics in business. Current ethical practices in the business sphere are analyzed with reference to a biblical worldview.

***Prerequisite**: At least nine hours in the BUS category.*

BUS 491 Business Internship

3 credits. Spring.

A practical, hands-on experience in business where the student develops a resume, interviews for a position, and receives mentoring from a person in the business community. A reflection paper on the experience is required.

***Prerequisite**: 15 hours in the BUS category and Junior or Senior standing.*

CHURCH MINISTRY

CHM 311 Effective Small Group Ministry

3 credits.

This class will provide small group leaders, pastors, church leaders, educators, and counselors a commanding grasp of group formation and values; leadership requirements and responsibilities; the philosophy and structure of small groups; meeting preparation and participation; discipleship within the group; and leadership training.

***Prerequisites**: BIB 111 Principles of Biblical Interpretation and 12 credits in Bible/theology.*

COMMUNICATIONS

COM 101 Introduction to Communications

3 credits. Spring.

A survey of the development of communication over the years, from the printing press to 21st century technology, and how media affects and influences culture. Emphasis will be on how technology and electronic media have changed the media landscape in the last 10–20 years.

COM 201 Journalism I

3 credits. Fall.

A practical introduction to the study of print and electronic journalism. Basics of newsgathering, interviewing, researching and writing will be covered.

***Prerequisite**: To enroll in this class, the student must have passed ENG 122 with a grade of B or better.*

COM 301 Journalism II

3 credits. Spring.

A survey of the principles of copy-editing — headline and caption writing, editing for clarity, balance, and proper AP style. Newsroom management and what constitutes news and newsworthiness will also be examined.

***Prerequisite**: COM 201 Journalism I.*

COM 303 Media Law and Ethics

3 credits. Fall.

A study of legal issues affecting the journalism profession — slander and libel, plagiarism, censorship, copyright infringement — and how the rise of blogs and other "new media" is changing the rules of the profession. Special emphasis will be given to developing and fostering a Christian worldview in this new media age.

***Prerequisite**: COM 201 Journalism I.*

COM 305 Technical Writing

3 credits. Spring.

A survey of the process of technical writing — planning, drafting, definitions, processes, and proposals — will be analyzed, and the practicality of technical writing will be explored in the business world and in ministry.

***Prerequisite**: COM 201 Journalism I.*

COM 308 Writing for Public Relations/Advertising

3 credits. Fall.

Explores persuasive principles used in print and broadcast advertising and studies public relations tools and organizing publicity for events. The public relations process of planning, communication, implementation, and evaluation will be analyzed.

***Prerequisite**: COM 201 Journalism I.*

COM 401 Audio/Video Writing/Production

3 credits. Fall.

A practical, hands-on exploration of the world of visual and "new media," from the development stage to editing and presentation.

***Prerequisites**: COM 201 Journalism I and COM 301 Journalism II.*

COM 491 Supervised Internship

3 credits Fall/Spring.

An in-service training program designed to give the student practical experience in the field of communications with an approved mentor. Normally, a student will have junior- or senior-level standing and will have completed at least 15 hours in the Communications department.

***Prerequisite**: Junior/Senior standing and 15 hours completed in the department.*

COUNSELING

CNS 321 Survey and Philosophy of Counseling
3 credits. Fall.

A course designed to introduce the student to the field of counseling in a survey fashion. A definition of counseling, counseling theory and practice, the counselor's relationship to the counselee, and various counseling skills will be considered. A major emphasis will be placed on the student developing his or her own personal philosophy of counseling.

***Prerequisite**: PSY 211 Introduction to Psychology.*

CNS 322 Needs Assessment in Counseling
3 credits. Spring.

A course that develops a biblical understanding of human constitution, fundamental human need, and strategies for assessing and meeting individual needs. A wide range of common human problems will be considered.

***Prerequisites**: CNS 321 Survey and Philosophy of Counseling and PSY 211 Introduction to Psychology*

CNS 332 Introduction to Guidance Counseling
3 credits. Spring.

A course designed to introduce students to a basic understanding of the specific needs related to guidance and counseling in a school setting. The role of the guidance counselor, working contexts, program ethics, approaches, practices, problems, and issues related to elementary and adolescent children will be explored through presentations and class discussions.

***Prerequisites**: CNS 321 Survey and Philosophy of Counseling and PSY211 Introduction to Psychology.*

CNS 334 Multicultural Counseling Techniques
3 credits. Spring.

A course designed to provide students with a basic understanding of cultural differences and societal forces that influence counseling. Specific needs and characteristics will be explored to help students develop interventions for adjusting counseling methodologies to people of different cultures.

***Prerequisites**: CNS 321 Survey and Philosophy of Counseling and PSY 211 Introduction to Psychology.*

CNS 391 Counseling Practicum
3 credits. Fall/Spring

A practical course designed to give the student exposure to on-site counseling related experiences. The course includes meaningful observations combined with field exposure deemed appropriate, given the student's limited background, training, and experience. The student will develop a personal diary that documents his/her reflections concerning onsite experiences and observations. The student will also be exposed to various theories of Christian counseling.

***Prerequisites**: Professor's approval, CNS 322 Needs Assessment in Counseling (may be taken concurrently).*

CNS 421 Counseling Techniques
3 credits. Fall.

A course enabling the student to develop his/her personal counseling style using triad role-play. Specific techniques for problem exploration, goal-setting, and action are discussed and practiced.

***Prerequisites**: CNS 321 Survey and Philosophy of Counseling and PSY 211 Introduction to Psychology.*

CNS 422 Group Process and Dynamics
3 credits. Spring.

A study of the psychosocial nature of groups with a special emphasis on group process and group facilitator functions.

***Prerequisites**: CNS 321 Survey and Philosophy of Counseling and PSY 211 Introduction to Psychology.*

CNS 434 Legal Issues and Practice in Counseling

1 credit. Spring.

A course that acquaints students with a variety of issues that will help ensure their counseling ministries will operate within professional boundaries. The primary goal is to enable students to learn to manage the legal risks associated with providing counseling in church, parachurch, and professional settings.

***Prerequisites**: CNS 321 Survey and Philosophy of Counseling and PSY 211 Introduction to Psychology.*

CNS 442 Marriage and Family Issues

3 credits. Spring.

A foundational course designed to provide the student with a basic understanding of marriage and family issues from a Christian perspective. A Biblical theology of singleness, marriage, divorce, remarriage, human sexuality, and family will be some of the topics considered. Practical suggestions for basic interventions will also be examined.

***Prerequisites**: CNS 321 Survey and Philosophy of Counseling and PSY 211 Introduction to Psychology.*

CNS 491 Counseling Internship

3 credits. Fall/Spring.

A field experience where the student spends a minimum of 90 hours under supervision in an actual people-helping role or environment. Additional time is spent reading and evaluating a Christian counseling approach.

***Prerequisites**: Professor's approval, CNS 322 Needs Assessment in Counseling, and CNS 421 Counseling Techniques (may be taken concurrently).*

ENGLISH

***NOTE**: For literature courses, please go to that section.*

ENG 100 Introduction to College English

4 credits. Fall/Spring.

A course designed for the student whose skills are not sufficient to begin a college-level course in English. The student will focus on mastering the rules of basic English grammar, improving vocabulary, and building paragraph writing skills. Students will progress toward writing a five-paragraph essay with the thesis clearly stated and developed. Reading skills will be honed by reading and discussing short works of literature from a variety of genres.

ENG 121 English Composition I

3 credits. Fall/Spring.

A course designed to teach the basic strategies of invention, arrangement, and style for the writing of college essays. Narration, description, literary analysis, and research are the main essay forms covered. Discussion of model essays, practice in building college level vocabulary and grammar skills, and in-depth instruction about MLA style will also be a part of this class. A five-page research paper is required.

Please note: A grade of "B" or better must be earned by Teacher Education students. A grade of "C" or better is required before any student may advance to ENG 122. This course must be completed before 30 semester hours are earned.

ENG 122 English Composition II

3 credits. Fall/Spring.

A course designed to teach the basic strategies of invention, arrangement, and style for the writing of persuasive college essays. Topics covered include logical fallacies, techniques of argumentation, quality thesis statements, effective quoting, and strategies for doing research. Some attention also may be given to grammar, vocabulary, and issues of style. An 8–10 page research paper is required.

Please note: A grade of "B" or better must be earned by Teacher Education students. ENG 122 or its equivalent is a prerequisite for all 300- and 400-level courses.

***Prerequisite**: Minimum grade of "C" in ENG 121 or its equivalent, or instructor permission.*

ENG 301 Rhetoric

3 credits.

A study of classical and modern rhetorical techniques. Students will examine classic speeches (by authors such as Cicero, Lincoln, and M.L. King, Jr.) and literary essays (by authors such as Eliot, Arnold, Orwell, Lewis, Chesterton, and Whitehead) in order to understand and imitate effective techniques of persuasive speech before writing their own essays and speeches.

***Prerequisite**: ENG 121 English Composition I, ENG 122 English Composition II, or ENG 201 Honors Composition.*

ENG 400 Advanced Writing I

3 credits. Fall

Writing for magazines and specialized media will be covered. Attention is given to market analysis, research methods and sources, manuscript preparation, and submission to publishers.

***Prerequisites**: COM 201 Journalism I and COM 301 Journalism II.*

ENG 401 Advanced Writing II

3 credits. Spring

Students will further hone their writing technique and voice in crafting analyses, literary essays and commentaries and editorials on social, theological and political issues of the day. Voice, audience, and rhetorical theory will be examined.

***Prerequisites**: COM 201 Journalism I, COM 301 Journalism II, and ENG 400 Advanced Writing I.*

FOUNDATIONAL STUDIES

FST 100 Orientation for Success

3 credits. Fall, Spring.

This mandatory first-year course for all freshman students will teach them some of the basic life and academic skills necessary for a successful college education and experience: handling finances, managing time, studying, test-taking, balancing diet and exercise, and developing solid relationships with God and with other students. Some students may be exempt from this course based on their previous academic record or test scores or at the discretion of the Academic Dean.

FST 101 Christian Life and Witness

3 credits. Fall.

A practical course of instruction designed to acquaint the student with the fundamental areas of the Christian life and the methodology for effectively presenting the gospel message to another person. Emphasis is placed on the student's personal walk with God and his responsibility for sharing his faith with others.

FST 102 Intercultural Studies Seminar

1 credit. Spring.

This practical course is designed to introduce the New Testament principles of cross-cultural missions with an emphasis on the biblical basis and purpose of missions. Current events, trends, problems, and practices in missions both home and foreign and the crucial role of the local church are explored. This course is a prerequisite to all Intercultural Studies curriculum courses and is taught by the Missionary-in-Residence.

FST 110 Evangelism, Discipleship, and Apologetics

3 credits. Spring.

This course will train students to cultivate and develop positive relationships with the non-churched. Students will learn methods of sharing the Gospel with children, youth, and adults. The role of the local church and methods of discipling believers to maturity will be examined. Specific approaches will be explored for reaching atheists, pantheists, cults, and various religions.

Youth Ministry students take this course in place of FST 101 Christian Life & Witness.

FST 131 Christian Leadership

3 credits.

This course is taught by current ministry practitioners and addresses Christian leadership from a biblical focus, addressing content with insight for men and women in leadership, reflecting sensitivity to cross-cultural distinctives and concerns in a highly practical nature.

FST 481 Christian Worldview

3 credits. Fall.

This course provides an introduction to worldviews, with a special emphasis on developing a Christian worldview as informed by Scripture. Attention will be paid to some of their ways in which a Christian worldview affects one's approach to some of the main academic disciplines. Students will be encouraged to develop their own Christian worldview as the basis for both their current academic studies and their future involvement in ministry or the various marketplaces in life.

***NOTE**: This course is required of all transfer students transferring in 30 hours or more from a secular institution.*
***Prerequisites**: Completion of 90 semester hours of credit, including at least 30 hours at WBC.*

GERMAN

GER 101 Elementary German

3 credits. Fall.

An introductory course in the comprehension and use of spoken and written German. Attention is given to the grammatical structure of the language as well as to cultural characteristics of German-speaking countries. Listening and speaking components are incorporated into the course.

GER 102 Elementary German

3 credits. Spring.

A continuation of German 101 with further development of written and spoken German as well as additional opportunity to understand German cultural settings. Laboratory and listening components are incorporated into the course.

***Prerequisite**: German 101 or permission of instructor.*

GREEK

GRK 311 Greek Grammar I

3 credits. Fall.

A study of basic vocabulary, grammatical forms, and the syntax of Koine Greek. Emphasis is placed on the mastery of vocabulary and basic noun and verb forms.

***Please Note**: GRK 311 Greek Grammar I does not fulfill the general education language requirement unless GRK 312 Greek Grammar II is also taken and completed.*
***Prerequisite**: ENG 121 English Composition I.*

GRK 312 Greek Grammar II

3 credits. Spring.

A continuation of Greek Grammar I with emphasis placed on more intricate verb forms and moods and an application of basic grammatical structures and principles of syntax.

***Prerequisite**: GRK 311 Greek Grammar I.*

GRK 421 Greek Exegesis I

3 credits. Fall.

A study of advanced grammar and the principles of exegesis along with practice in translation from the Gospels and the Epistles.

***Prerequisite**: GRK 312 Greek Grammar II.*

GRK 422 Greek Exegesis II

3 credits. Spring.

Extensive practice in exegesis and translation of selected New Testament passages.

***Prerequisites**: GRK 311 Greek Grammar I, GRK 312 Greek Grammar II, and GRK 421 Greek Exegesis I.*

HISTORY

Students may choose any two of the history courses to meet the history requirement.

HIS 201 World History I

3 credits. Fall.

A survey of Western Civilization from its beginnings through the Middle Ages and Renaissance.

HIS 202 World History II

3 credits. Spring.

A survey of Western Civilization from the early modern period through the twentieth century.

HIS 211 American History I

3 credits. Fall.

An exploration of early American history from the colonies through the Civil War with an emphasis on the ideas, principles, beliefs, and cultural values that shaped organized life in the colonies and in the early republic.

HIS 212 American History II

3 credits. Spring.

An exploration of modern American history from Reconstruction to the present with an emphasis on the ideas, principles, beliefs, and cultural values that have shaped organized life over the last century.

HIS 222 American Civil War Survey and Tour

3 credits. Modular. Summer.

This course will include an overview of the various battles, armies, leaders and tactics of the war. Political viewpoints and the home front will be studied as well. The class will tour area eastern theater battlefields such as First and Second Manassas, Antietam, Fredericksburg, Chancellorsville, Wilderness, Spotsylvania, Richmond, and Petersburg. A fee for travel and gas expenses should be expected. Students seeking general education credit for this course must also take one semester of American History, either HIS 211 or HIS 212.

HIS 235 History of the Black Church in America
3 credits. Fall.

A study of the development and history of the black church in America from slavery to the present with emphasis on the development of the urban church and the influences evident from American history.

INTERCULTURAL STUDIES

***Note**: FST 102 Intercultural Studies Seminar is a prerequisite to all ICS courses.*

ICS 221 History of Cross-Cultural Outreach
3 credits.

A study of the history of the expansion of the church, the personalities, issues, and movements from the first century to the present.

ICS 222 Prayer Methodology
3 credits.

A practical inquiry into the biblical teaching on prayer with a view to equipping students with training in prayer.

ICS 224 Intercultural Perspectives
3 credits.

A foundational analysis of missions through the biblical, historical, strategic, and cultural lenses.

ICS 291 Missions and Evangelism Practicum
3 credits.

This course provides students with instruction and hands-on experience in personal evangelism under the supervision of the evangelists/instructors with Open Air Campaigners. The course requirements include successful completion of the Open Air Campaigners Evangelistic Training Academy, required readings, and a term paper on personal evangelism.

ICS 322 Church Planting Issues and Practice
3 credits.

A combination of theory (six weeks of class) and practice (nine weeks) in the planting of a church, either locally or cross-culturally (prerequisite for internship and seminar).

***Prerequisite**: Approval of department chair.*

ICS 331 Cross-Cultural Issues for Evangelism
3 credits.

An analysis of the factors of worldview, how people think, verbal/nonverbal patterns, etc., that affect the reception of the Gospel.

ICS 332 Monotheism and Monism: Hinduism, Buddism, Islam, Judaism
3 credits.

A study of the major tenets of monistic and monotheistic religions and the worldviews of those who espouse them.

ICS 334 Seminar: Geographic Regions and Cultures
3 credits.

An examination of critical geographic areas of the world to introduce and facilitate a global perspective.

***Prerequisite**: Permission of professor.*

ICS 421 Washington, D.C.: Cross-Cultural Issues
3 credits.

On-site visitation and evaluation of various international groups and ministries based in the region of Washington, D.C. and Baltimore.

ICS 422 Current Trends and Political Ideologies in Cross-Cultural Contexts
3 credits.

A study and evaluation of cross-cultural strategies in history to the present and the political issues that affect the spread of the Gospel.

ICS 441 Folk Religions: Animism, Tribal Religions, and the Occult

3 credits.

A study of tribal religions and animistic, occult worldviews and their influence worldwide.

ICS 491 Intercultural Studies Summer Internship

6 credits.

One six-hour or two three-hour cross-cultural short-term missions experiences (prerequisite for senior seminar).

***Prerequisite**: Consultation with and approval from department chair.*

LANGUAGE

LNG 200 Introduction to Biblical Languages

3 credits. Fall.

A course designed to fulfill the foreign language requirement in the general education portion of the bachelor's degree. The course provides an introduction to both Greek and Hebrew. Students will learn the alphabets of both languages, important vocabulary, and grammar as it relates to understanding the text, and the use of major tools for original language study. Students will also learn the proper use of an interlinear text and how using it can allow them to gain some access into the meaning of the biblical languages.

***Prerequisite**: ENG 121 English Composition I.*

LITERATURE

Students may choose any literature course to meet the literature requirement. Literature courses are offered on a rotation schedule.

LIT 211 Introduction to Literature

3 credits.

The short story, poetry, and drama are introduced through a basic study of each genre. This course focuses on how to read critically, the importance of identifying the writer's worldview, and how to critically analyze each of these genres.

***Prerequisite**: ENG 122 English Composition II or instructor permission.*

LIT 221 British Literature

3 credits.

Reading, discussion, and written analysis of major works of British literature from Beowulf to the present. Possible authors include Chaucer, Shakespeare, Swift, Johnson, Austen, Elliot, and Woolf. Students will be encouraged to compare and contrast their contemporary Christian worldview with that of the authors they are reading.

***Prerequisite**: ENG 122 English Composition II or instructor permission.*

LIT 222 American Literature

3 credits.

Reading, discussion, and written analysis of major works of American literature from the Puritans to the present. Possible authors include Bradford, Sojourner Truth, Douglass, Franklin, Emerson, Thoreau, Twain, O'Connor, Frost, Dickinson, and Faulkner. Students will be encouraged to compare and contrast their contemporary Christian worldview with that of the authors they are reading.

***Prerequisite**: ENG 122 English Composition II or instructor permission.*

LIT 223 World Literature

3 credits.

Reading, discussion, and written analysis of major works of literature from different countries and time periods. Possible authors include Homer, Virgil, Dante, Shakespeare, Cervantes, Voltaire, Swift, Twain, Conrad, Camus, Goethe, and Dostoevsky. Students will be encouraged to compare and contrast their contemporary Christian worldview with that of the authors they are reading.

***Prerequisite**: ENG 122 English Composition II or instructor permission.*

LIT 231 Classical Literature

3 credits.

Reading, discussion, and written analysis of major works of literature from classical Greece. Possible authors include Homer, Aeschylus, Euripides, Sophocles, and Aristotle. Readings from the Old Testament will be included in this course. Students will be encouraged to compare and contrast their contemporary Christian worldview with that of the authors they are reading.

***Prerequisite**: ENG 122 English Composition II or instructor permission.*

LIT 233 African-American Literature

3 credits.

Reading, discussion, and written analysis of major works of African-American literature from the Colonial days to the present. Possible authors include Wright, Ellison, Du Bois, Washington, Hughes, Hurston, King, Jr., and Douglass. Students will be encouraged to compare and contrast their contemporary Christian worldview with that of the authors they are reading.

***Prerequisite**: ENG 122 English Composition II or instructor permission.*

LIT 241 Literature and the Christian Imagination

3 credits.

Reading, discussion, and written analysis of major fictional works by one or more of the following — J.R.R. Tolkien, George MacDonald C.S. Lewis, Dorothy Sayers, and G.K. Chesterton — to understand how their works may or may not reflect a specifically Christian worldview. Discussion about the imagination, what makes fiction "Christian," the limits of story telling, and the uses of fantasy as a literary form will also be included in the course. Students will be encouraged to compare and contrast their contemporary Christian worldview with that of the authors they are reading.

***Prerequisite**: ENG 122 or instructor permission.*

MATHEMATICS

MAT 031 Basic Mathematics I

3 credits. Fall.

A survey of the basic arithmetic functions focusing on whole numbers, fractions, decimals, square roots, and percents. Placement is by testing. Proficiency must be demonstrated before moving to MAT 032, Basic Mathematics II. This course prepares students for college-level math and does not meet the math requirement of any degree.

MAT 032 Basic Mathematics II

3 credits. Spring.

A review of geometric and algebraic functions including integers, equations and inequalities, polynomials, algebraic functions, graphing and radicals, and quadratic expressions. Proficiency must be demonstrated before advancing to regular college math. Placement is by testing. This course prepares students for college-level math and does not meet the math requirement of any degree.

***Prerequisite**: MAT 031 Basic Mathematics I or placement by test.*

MAT 223 Introduction to Statistics

3 credits. Fall.

A study of quantitative research methods and criteria for evaluation. Among the topics covered are correlation, regression, sampling, and hypothesis testing. This course is required of all Educational Ministries and Counseling/Psychology students in order to prepare for graduate programs in education and counseling. It does not, however, meet math requirements for students working toward teacher certification.

***Prerequisite**: Placement by test, SAT/ACT score, or MAT 032 Basic Math II.*

MAT 231 Math for the Liberal Arts

3 credits. Spring.

Course designed to be a capstone of a liberal arts program. Students will learn how mathematics fits in the overall scheme of human knowledge, how it developed, and how it is used today. Through a survey of major topics in mathematics and some practice of mathematical skills through problem-solving exercises, students will be encouraged to develop their numerical reasoning skills for the furtherance of God's kingdom.

***Prerequisite**: Placement by test, SAT/ACT score, or MAT 032 Basic Math II.*

MUSIC

Applied Music

Fall/Spring.

Private music lessons are available for music concentration students, as well as others. Students may take half-hour lessons for 1 credit, one-hour lessons for 2 credits, and 90-minute lessons for 3 credits (music majors only). Music emphasis students must take two credits in their primary instrument each semester.

All students may opt to use applied music lessons or choir to meet their fine arts requirement provided additional requirements are met. *No more than three credits of applied music may be applied toward a Bachelor of Arts degree in non-music concentrations.* For each credit of Applied Music or Choir, attendance at three recitals/concerts is required plus a one-page written review of the event. This requirement may include one contemporary Christian concert, but the other two must be classically oriented. Students must declare this option at registration, and these concerts must be approved by the chair of the Music Department and must include the concert program. Additional information is available in the Music Department.

MUS 100 Fundamentals of Music

3 credits. Fall.

This course is a prerequisite to Music Theory & Skills I. Students will learn and review the basic concepts of musical notation and "grammar" to include: treble, bass, and movable C clefs; time signatures and simple versus compound meters; "The Circle of Fifths"; major and minor key signatures; major, three forms of minor, modal, pentatonic and other exotic scales; dynamics, stylistic markings, visual and aural recognition of diatonic and chromatic intervals, et al.

MUS 101 Music Appreciation

3 credits. Fall/Spring.

An introduction to the creativity and artistic expression of music with emphasis on the literature and composers of various style periods in Western music, giving special attention to sacred forms. Works are heard from recordings, and creative listening habits are developed through classroom guidance.

MUS 111 Congregational Hymn Playing

1 credit. Fall.

Designed to enable those students who can already play hymns as written from the hymnbook to be able to improvise, create tag endings, modulate to other keys, and create hymn medleys.

***Prerequisite**: The ability to play hymns as they are written in the hymnal.*

MUS 112 Accompanying for Pianists

1 credit. Spring.

Courses for keyboard music concentration (others by permission of Department head). Students will explore vocal literature and learn basic accompanying skills.

MUS 115 Ensemble-College Choir

1 credit. Fall/Spring.

Open to all students, the College Choir ministers to the student body and to area churches with a varied program of choral works, both old and new. A tour is taken usually during the spring break. One credit per year is awarded when the full year is completed.

MUS 116 Ensemble Music Team

1 credit. Fall/Spring.

Small groups, both instrumental and vocal, are formed by audition from the student body. Under the supervision of a Music Department faculty member, music teams minister in area churches. One credit per year is awarded when the full year is completed.

MUS 117 Ensemble-Orchestra

1 credit. Fall/Spring.

Upon the interest of students, an instrumental ensemble is formed with those who play band and orchestra instruments. The group rehearses and plays in chapel once per week. One credit per year is awarded when the full year is completed.

MUS 121 Music Theory I and
MUS 122 Music Skills I

2 credits for Theory, 1 for Skills. Spring.

An introduction to the basic principles of notation, rhythm, key signatures, and sight-reading. A general study of the basic properties of melody and the basic harmonic concepts of scales, intervals, triads, and tonality are included (2 hours of class time and 2 hours of skills lab).

***Prerequisite**: MUS 100 Music Fundamentals.*

MUS 125 Essentials of Music Reading

1 credit.

A course for the non-music major in the basics of reading music.

MUS 221 Music Theory II and
MUS 222 Music Skills II

2 credits for Theory II, 1 for Skills. Fall.

The general study of harmony is continued, with an emphasis on the classification of root movement, cadences, four-part writing, the use of diminished and augmented triads, seventh chords, and modulation. Compound meter and more complex rhythms are developed, and there is a continuation of melodic analysis (2 hours of class time and 2 hours of skills lab).

***Prerequisite**: MUS 121 Music Theory and Skills I.*

MUS 236 Hymnology

3 credits. Spring.

This course is an introduction to the history and survey of music used in the church and will include a study of the variety of ways music is used in the church. This course will include an in-depth study of the history of congregational song and will introduce the student to various styles of music used in the Christian church today as well as various types of worship services in today's community.

MUS 242 Music Theory III and
MUS 243 Music Skills III

2 credits for Theory, 1 for Skills. Spring.

A continuation of Music Theory II with more emphasis on four-part writing. Some introduction is given to binary, ternary, and through-composed forms (2 hours of class time and 2 hours of skills lab).

***Prerequisites**: MUS 121 Music Theory and Skills I and MUS 221 Music Theory and Skills II.*

MUS 311/312 Conducting I-II

1 credit. Spring.

A one-semester course continuing through two semesters to develop conducting skills, rehearsal technique, and study and preparation of scores of standard vocal and instrumental literature. Required of all music majors.

***Prerequisites**: MUS 121 Music Theory and Skills I and MUS 221 Music Theory and Skills II.*

MUS 321 Music Theory IV and
MUS 322 Music Skills IV

2 credits for Theory, 1 for Skills. Fall.

A continuation of the course content and organization of Music Theory I–III with correlated aural, written, and analytical studies (2 hours of class time and 2 hours of skills lab).

***Prerequisites**: MUS 121 Music Theory and Skills I, MUS 221 Music Theory and Skills II, and MUS 242 Music Theory and Skills III.*

MUS 331/332, 431 Diction for Singers I-III

1 credit. Fall/Spring.

An introduction to the international phonetic alphabet and in-depth study of diction in the following languages: English, Latin (Diction I); Italian (Diction II); German (continued); and French (Diction III).

***Prerequisite**: Permission of the Department Chair.*

MUS 345-347 Music History I-III

3 credits. Fall/Spring.

A systematic study of music from classical antiquity until the present day. Emphasis is placed on recognition of principal periods, forms, and contributors to the history of music as well as an overview of music of different ethnic groups.

***Prerequisites**: MUS 121 Music Theory I and MUS 221 Music Theory II.*

MUS 348 World Music

3 credits. Fall/Spring.

A study of the music of different cultures outside of the traditional Western culture that is studied in Music History I–III. This course will examine characteristic rhythmic and tonal elements of cultures in Africa, South America, the Middle East, and Asia, and would be especially useful for the musician thinking of going into foreign missions or education.

***Prerequisite**: An ability to understand traditional music terminology and basic music reading skills. (Usually taken by music students after taking Music History I-III.)*

MUS 351 Brass Methods

1 credit. Fall.

Basic principles of playing brass instruments and a survey of all brass instruments.

MUS 352 Woodwind Methods

1 credit. Spring.

Basic principles of playing woodwind instruments and a survey of all woodwind instruments.

MUS 353 String Methods

1 credit. Fall.

Basic principles of playing string instruments and a survey of all string instruments.

MUS 354 Percussion Methods

1 credit. Spring.

Basic principles of playing percussion instruments and a survey of all percussion instruments.

MUS 355 Guitar Methods

1 credit. Fall.

Basic techniques of guitar playing with emphasis on methods for school or church instruction classes.

MUS 366 Form & Analysis

3 credits.

This course will equip the student with the basic analytical skills necessary to determine the underlying logical musical structure of a piece. Important examples of structural units and forms from the Western "Common Practice" period will be examined and analyzed, to include motives, phrases, periods, phrase groups, theme and variations, binary and ternary forms, rondo form, sonata allegro form, fugue, et al.

***Prerequisite**: MUS 321 Music Theory & Skills IV or its equivalent.*

MUS 411/412 Conducting III–IV

1 credit. Fall/Spring.

A continuation of conducting for two semesters. The continuing development of conducting skills, rehearsal technique, and study and preparation of scores of standard vocal and instrumental literature. Required of all Church Music students.

***Prerequisites**: MUS 121 Music Theory and Skills I, MUS 221 Music Theory and Skills II, and MUS 312 Conducting II.*

MUS 422 Arranging/Composition/Music Technology

3 credits. Spring.

An introduction to techniques of arranging and composing in standard harmonic, melodic, and rhythmic techniques for various vocal and instrumental media. Training will begin on the Finale computer program.

***Prerequisites**: MUS 121 Music Theory I, MUS 221 Music Theory II, MUS 242 Music Theory III, and MUS 321 Music Theory IV.*

MUS 423 Orchestration/Music Technology

3 credits. Fall.

A study of orchestral instruments: range, timbre, scoring for small ensembles and full orchestra; selected piano works scored for various instrumental combinations. Continuation of training on the Finale computer program.

***Prerequisite**: MUS 321 Music Theory IV.*

MUS 425 Church Music Philosophy and Administration

3 credits. Fall.

A course designed to help the student develop a practical philosophy of church music. Included is music in worship, education, and evangelism.

MUS 441 Performance Literature

3 credits. Fall.

A survey and study of advanced solo literature for the student's primary instrument.

***Prerequisite**: Approval of Department Chair.*

MUS 442 Pedagogy

3 credits. Spring.

An in-depth study of the methods and philosophy of teaching for the student's primary instrument.

***Prerequisite**: Approval of department chair.*

MUS 443 Performance Literature/Pedagogy

3 credits. Fall.

A survey and study of advanced solo literature and teaching methods related to the student's major proficiency.

***Prerequisite**: Approval of Department Chair.*

MUS 446 Leading Worship

3 credits. Spring.

This course will teach practical aspects of leading congregations in worship and how to become effective worship leaders in the local church. A seminar format will include area Ministers of Music discussing their unique ministries. The lab will facilitate the development of worship leading skills (class meets for 3 hours).

***Prerequisite**: MUS 425 Church Music Philosophy and Administration.*

MUS 447 Arranging/Orchestration

3 credits. Spring.

The purpose of this course is to equip the future music minister or educator with the skills necessary to arrange or orchestrate effectively for wind, string, percussion, and electronic instruments. Examples from standard musical literature will be analyzed as they relate to arranging and orchestration techniques. The course also covers reharmonization, melodic composition, music preparation (calligraphy), and other important concepts necessary to develop skill as an arranger/orchestrator/ composer.

***Prerequisites**: MUS321/322 Music Theory & Skills IV and permission of the Music department chair.*

MUS 491, 492 Music Internship

1 credit.

This course is designed to give students hands-on experience in a church music setting. The student will work with an area church musician, or possibly become the primary minister of music at a local church. Throughout the semester, the student will meet with a faculty adviser and keep a notebook of relevant experiences.

***Prerequisite**: Permission of Department Chair.*

PASTORAL MINISTRIES

PMN 311 Homiletics I

3 credits. Spring.

A study of the nature and development of the sermon. Practice is given in preparation and writing of expository sermons. This course is designed for men preparing for the pastorate.

***Prerequisites**: SPH 101 Public Speaking, two PBI courses, and 21 hours of Bible and theology.*

PMN 312 Homiletics II

3 credits. Fall.

A continuation of PMN 311 with an emphasis on preaching from the New Testament.

***Prerequisite**: PMN 311 Homiletics I.*

PMN 321 Pastoral Theology

3 credits. Fall.

A study of the pastor's role in the local church. The student develops a biblical philosophy of ministry and discovers the biblical qualifications and responsibilities of the pastor. Considered will be the nature and the call of pastoral ministry, as well as its glories and perils. Given the College's position on pastoral ministry, this course is designed for men preparing for the pastorate.

***Prerequisites**: 21 hours of Bible/theology and 2 PBI courses.*

PMN 411 Homiletics III

3 credits. Spring.

This course is a continuation of Homiletics II with an emphasis on preaching from the Old Testament and further refinement of sermon development and delivery.

***Prerequisite**: PMN 312 Homiletics II.*

PMN 491 Pastoral Internship

3 credits. Fall/Spring.

An in-service training program designed to give the student practical experience within the local church after he has completed a minimum of 60 semester hours of course work, including PMN 321 Pastoral Theology.

PHILOSOPHY

PHI 221 Introduction to Philosophy

3 credits. Spring.

An exploration of some of the major ideas foundational to Western philosophy such as God, man, love, justice, freedom, time, and language. Students will focus on comparing and contrasting the philosophical principles inherent in differing worldviews as preparation for developing a sound biblical apologetic.

PHI 251 Logic

3 credits.

An introductory study of the science of argument, including both formal and informal logic. Students will explore categorical propositions, syllogisms, fallacies, truth tables, the square of opposition, and rules for inductive arguments for the purpose of improving their own argumentative writing and for recognizing errors in the arguments of others. Textual examples will be from the Bible as well as academic and journalistic sources.

***Prerequisite**: ENG 121 English Composition I.*

PHYSICAL EDUCATION

Physical Education Courses:

PED 111 Weight Training

1 credit. Fall.

Students will develop an individualized personal fitness program that makes use of basic apparatus and equipment, as well as variable resistance machines.

PED 112 Self Defense/Jujitsu

1 credit. Fall/Spring.

Begins with the basics of Jujitsu, and enables the student to understand basic techniques of self-defense for personal protection. Students need no prior training in martial arts in order to participate. The course may be repeated allowing students to move up the scale of belts (white, yellow, green, etc.).

PED 113 Racquetball

1 credit. Fall.

Designed to teach the rules and fundamentals of racquetball. Students will be challenged to incorporate these activities as part of a lifetime physical fitness program.

PED 114 Tennis/Badminton

1 credit. Spring.

Designed to teach the rules and fundamentals of tennis and badminton. Students will be challenged to incorporate these activities as part of a lifetime physical fitness program.

PED 115 First Aid & CPR

1 credit. Spring.

Prepares the student with a basic knowledge and certification in First Aid and Adult CPR. Additional course work can be used to provide the student with the training to apply course material on infants and children.

PED 122 Personal Fitness

1 credit. Fall.

A course designed to introduce students to techniques of exercise that will equip them to develop personal fitness plans that can be useful throughout their lives.

PED 211 Advanced Weight Training

1 credit, Spring Semester

Relates basic principles of weight training to injury prevention, rehabilitative techniques, and nutritional guidelines. In addition, students will learn the benefits of the Olympic lifts and variable resistance machines.

***Prerequisite**: PED 111 Intro to Weight Training; permission of instructor.*

PED 212 Advanced First Aid and Athletic Injuries

1 credit.

Covers the initial treatment and care of injuries, focusing primarily on injuries suffered by athletes. Additional emphasis will be placed upon taping, bracing, and rehabilitative measures.

***Prerequisite**: PED 115 First Aid and CPR.*

PED 221 Survival Skills and Adventure Living

1 credit.

Prepares the student to face emergency and difficult circumstances by teaching skills in shelter and food/water preparation, self-defense, etc. Students purchase and create first aid/survival kit for course. Designed for students who will potentially be ministering in third-world countries.

PED 222 Team Sports

1 credit. Fall/Spring

An introduction to the rules, skills, and tactics of a variety of team sports, designed for those students who plan on using sport as a tool for ministry. Sports covered will include: volleyball, basketball, soccer, football, varying by semester. See instructor for details.

INTERCOLLEGIATE ATHLETIC PROGRAMS:

PED 203 Men's Basketball

1 credit. Spring.

Daily practice begins in early October, and regularly scheduled games are played from November through February.

PED 206 Women's Volleyball

1 credit. Fall.

Daily practice begins in late August, and regularly scheduled matches are played through September and October.

PSYCHOLOGY

PSY 211 Introduction to Psychology

3 credits. Fall.

An introduction to the various schools, research, methodology, and principles of psychology. Special attention is given to the integration of psychological principles within the context of a biblical framework.

PSY 224 Child Psychology

3 credits. Spring.

A comprehensive developmental study of children from conception to the adolescent period. An emphasis will be given to the physical, intellectual, emotional, behavioral, spiritual, and social development of children.

***Prerequisite**: PSY 211 Introduction to Psychology.*

PSY 226 Human Growth and Development

3 credits. Spring.

An overview of the major theories, concepts, issues, and research concerning the developmental processes of the individual from birth to adulthood, with major emphasis on child development.

***Prerequisite**: PSY 211 Introduction to Psychology.*

PSY 321 Educational Psychology

3 credits. Fall.

A study of the teaching-learning process focusing on intellectual growth and development and the factors that enhance or retard that development. Emphasis is given to the various learning theories.

***Prerequisites**: PSY 211 Introduction to Psychology, PSY 226 Human Growth and Development or PSY 224 Child Psychology.*

PSY 322 Abnormal Psychology
3 credits. Spring.

A study of human psychological/emotional abnormalities. Current concepts of mental illness will be evaluated, and students will seek to draw conclusions on how abnormality is best understood, described, and treated. Various theories will be examined in light of biblical truth.

***Prerequisite**: PSY 211 Introduction to Psychology.*

PSY 331 Adolescent Psychology
3 credits. Fall.

A study of the psychological nature and needs of youth from the preteen years through college age, with emphasis on a knowledge of the intellectual, emotional, social, and physical development of the adolescent.

***Prerequisite**: PSY 211 Introduction to Psychology.*

PSY 421 Adult Psychology and Gerontology
3 credits. Fall.

A study of adulthood, including young, middle, and older adulthood. Theories of aging are discussed, with a special emphasis on counseling and ministry interventions. Suffering, grief, and death are explored.

***Prerequisite**: PSY 211 Introduction to Psychology.*

SCIENCE

SCI 101 Physical Science
3 credits.

A survey of the important discoveries and achievements of science in chemistry, physics, geology, meteorology, and astronomy. Students are exposed to the fundamental laws governing the physical world and their applications to everyday life.

SCI 110 General Biology
3 credits. Spring.

A survey of major topics in the life sciences, with an emphasis on the beauty and complexity of design in natural systems.

SCI 225 The Science of Creation and Evolution
3 credits. Fall.

Designed to help the Bible college student understand the scientific basis for special creation and how it affirms the scriptural account of creation. The course will critically examine and compare both evolution and special creation from a purely scientific point of view. Evidence from the various sciences that relate to origins including biology, geology, physics, chemistry, and astronomy will be discussed.

SOCIOLOGY

SOC 221 Introduction to Sociology
3 credits. Spring.

An introduction to the basic fields, issues, and findings of contemporary and classical sociology. Attention is given to the study of individuals and their relationships to groups — culture, society, socialization, social groups, deviance and sexuality, as well as the principal social institutions and social inequality.

SOC 324 Perspectives on Cultures and World Missions
3 credits. Spring.

Viewing history and the world through the biblical, historical, cultural, and strategic lenses, this course provides an analysis of the development, spread, and social impact of Christianity as a worldwide religious and social movement. Special attention is given to the role and impact of the church on the cultures of two-thirds of world countries and on traditionally non-Christian cultures. Through research and extensive reading, students are

equipped with the knowledge that will enable them to develop a deeper commitment to the cause of home and foreign missions.

***Prerequisites**: FST 102 Intercultural Studies Seminar, SOC 221 Introduction to Sociology.*

SPANISH

SPN 101 Spanish I

3 credits. Fall/Spring.

An introduction to the language and culture of Spanish-speaking peoples, with an emphasis on oral fluency.

SPN 102 Spanish II

3 credits. Spring.

A continuing study of the language and culture of Spanish-speaking peoples, with an emphasis on oral fluency. Students will be encouraged to use their Spanish-speaking abilities on a summer missions trip.

***Prerequisite**: SPN 101 Spanish I or instructor approval.*

SPN 201 Intermediate Spanish Conversation

3 credits.

An intensive study of the Spanish language, with an emphasis on oral fluency in everyday situations. Students will be encouraged to use their Spanish-speaking abilities on a summer missions trip.

***Prerequisite**: SPN 102 Spanish II or instructor approval.*

SPEECH AND DRAMA

SPH 101 Public Speaking

3 credits. Fall/Spring.

A study of effective speaking to an audience, platform poise, and clearness of expression. Emphasized are the informative, persuasive, and hortatory modes of speech. The course objective is to communicate any message clearly and effectively to a broad spectrum of audiences via several media. Teacher education students must earn a minimum grade of "B."

***Prerequisite**: ENG 121 English Composition I.*

SPH 211 Drama Production

1 credit.

An introduction to the basics of drama production with participation in the spring play. Students will participate in the spring play as either actors or support crew. Preparation for the play begins in the fall and will require time outside of normal class hours.

SPORTS MINISTRY (a Youth Ministry track)

SPM 122 Introduction to Sports Ministry

3 credits. Spring.

An introduction to the history of sport and the philosophy and practice of utilizing sports and recreation as a ministry. Topics include the theology of sports ministry, sports evangelism and discipleship, developing a sports ministry within the local church, and a Christian view of competition.

SPM 221 Youth Missions and Outreach Strategies in Sports Ministry

3 credits. Fall.

An introduction to youth sports ministry, with primary emphasis on ministry to athletes on the high school campus, in the local church, and with community organizations. Students will be exposed to a variety of sports ministry agencies through campus groups, summer camps, clinics, and community outreach projects.

SPM 222 Athletic Coaching and Officiating

3 credits. Spring.

An introduction to the theory and practice of athletic coaching and officiating within the context of Christian ministry. Topics include sport pedagogy, sport psychology, and sport physiology. The coach's ethical and legal responsibilities are also discussed. Attention is given to developing a biblical philosophy of coaching. The role and function of athletic officials is also discussed. Students are provided the opportunity to practice

both coaching and officiating. As part of the courses requirements, students will be able to receive coaching certification from a nationally recognized accrediting association.

SPM 321 Psychology of Sport

3 credits. Fall.

An introduction to the psychological and emotional aspects of sport. Topics include mental preparation, goal-setting, extrinsic vs. intrinsic rewards, stress, anxiety, relaxation, and coping within the context of sport participation. The topic of competition and the concepts of success and failure are discussed from a biblical perspective.

***Prerequisite**: SPM 122 Introduction to Sports Ministry.*

SPM 322 Contemporary Issues in Sport

3 credits. Spring.

An introduction to the social and cultural aspects of sport, including the role of sports in contemporary society and the place of sports in the life of the Christian. Sports as a means of presenting the gospel message is addressed, along with the role sports may play in developing and maintaining Christian fellowship. Topics include women's sports, racial diversity in sports, violence in sports, and sport as a religion.

***Prerequisite**: SPM 122 Introduction to Sports Ministry.*

SPM 331 Sports Ministry and Media Communication

3 credits. Fall.

Principles of effective communication within the context of sports ministry. Students are given the opportunity to review and evaluate various forms of Christian sports media. In addition, they will learn how to conduct and grant interviews, as well as how to prepare and share devotional talks with athletic teams. They will also write a sports tract containing their testimony, a fictional short story, and a biographical article after interviewing a Christian athlete.

***Prerequisites**: ENG 121 English Composition I, ENG 122 English Composition II, and SPM 122 Introduction to Sports Ministry.*

SPM 421 Recreational Ministry and Athletic Administration

3 credits. Fall.

An overview of the administrative responsibilities inherent with the successful operation of an athletic program. Specific emphasis is placed on the role and administration of athletic programs in the Christian school, but attention will also be given to Christian athletic parachurch organizations. Major topics include initial and long-range tactical planning, seasonal scheduling, budgeting, personnel management, and program evaluation. Students will be asked to define a personal position on the role of athletics within the context of Christian education.

***Prerequisite**: SPM 122 Introduction to Sports Ministry.*

SPM 441 Sports Ministry Outreach Practicum

3 credits. Fall/Spring.

An outreach practicum experience whereby the student teams are given the opportunity to speak in churches, schools, camps, etc., sharing the message of the gospel as well as representing the academic and athletic ministries of the College. Speaking opportunities in schools, churches, and community groups will be arranged through the program director, who may at times accompany the students to these venues. Students will then file the results of their experiences with the Sports Ministry office. Following a training period at the beginning of the semester, students must fulfill a minimum of ten ministry experiences in order to receive credit for this course.

***Prerequisites**: minimum of 12 hours in the Sports Ministry emphasis, including SPM 122 Introduction to Sports Ministry.*

SPM 491 Sports Administration Internship

3 credits. Fall/Spring.

Supervised involvement in an administrative capacity with a local church or parachurch sports ministry organization. Students must meet with and obtain approval from the department chair before beginning an internship. The emphasis of this experience will be on organizing, scheduling, planning, implementing, and evaluating programs and events, as well as performing related tasks as directed by the supervisor. This requirement must be fulfilled before beginning the semester in which the student plans to graduate.

***Prerequisites**: minimum of 12 hours in the Sports Ministry emphasis, including SPM 122 Introduction to Sports Ministry.*

SPM 492 Coaching Internship

3 credits. Fall/Spring.

Supervised involvement in a coaching experience on the youth or high school level. Students must meet with and obtain approval from the department chairperson before beginning an internship. The emphasis of this experience will be on the application of coaching theory.

***Prerequisites**: SPM 122 Introduction to Sports Ministry and SPM 222 Athletic Coaching and Officiating.*

SPM 493 Sports Ministry Mission Trip

3 credits. Fall/Spring.

Students may substitute a supervised sports ministry mission trip for one of their two internships (SPM491 or SPM 492). The nature of the mission activity must be discussed with and approved by the department chair before the trip is planned.

***Prerequisite**: SPM 122 Introduction to Sports Ministry.*

TEACHER EDUCATION

***NOTE**: TED 111 Philosophy of Education and PRAXIS I are prerequisites for all 300 and 400 level teacher education courses.*
TED 241 Methods of Teaching Bible I is a prerequisite for all methods courses. Additional prerequisites or exceptions are identified where applicable.

TED 111 Philosophy of Education

3 credits. Fall.

A survey of philosophical issues, trends, and practices in private and public education. Metaphysics, epistemology, ontology, and axiology as they pertain to teachers, counselors, other ministry workers, students, and the educational curriculum will be studied. Students are required to develop and write a personal, biblical philosophy of education, counseling or ministry. This course is a prerequisite for all further education courses.

TED 222 Teacher Practicum I

1 credit. Spring.

An initial field experience that is designed to provide insight and understanding into the daily routines and activities of classrooms. Students will spend a minimum of 25 hours in a classroom under the authority of a WBC faculty supervisor and the direct supervision of a professional classroom teacher. Attendance at regular seminar sessions and classroom observations in different grade levels are also required. (A lab fee is required for this course.)

***Prerequisite**: TED 111 Philosophy of Education.*

TED 232 Teaching Elementary Physical Education

3 credits. Spring.

A course designed to introduce the prospective physical education teacher to the skills, methods and materials used to instruct elementary school-age children. Upon completion of this course, the student will have the option of serving a three-hour practicum, which is necessary for teacher certification eligibility with the Association of Christian Schools International (ACSI).

TED 241 Methods of Teaching Bible I

3 credits. Fall.

A foundational course designed to develop basic principles and practices in teaching the Bible generally at all levels in Christian schools. The course focuses on various study and teaching methods and emphasizes the application of behavioral objectives, lesson plan construction, curriculum and materials development and evaluation, instructional improvement, and student assessment. Practice teaching in the classroom will be introduced. This course is a prerequisite for all methods courses.

***Prerequisites**: A PBI Bible course and a Bible or Theology course.*

TED 242 Methods of Teaching Bible II

3 credits. Spring.

A course designed to prepare teachers for a more concentrated Bible teaching and the integration of biblical truth into the Christian school setting, curriculum, and classroom. This course treats the relationship of Scripture to the various educational levels and disciplines, and it emphasizes lesson planning, unit development, curriculum review, the use of resources, creative activities, and materials, instructional techniques and delivery, and further practice teaching in the classroom.

***Prerequisite**: TED 241 Methods of Teaching Bible I.*

TED 252/262 Reading & Language Arts

3 credits. Spring.

A course designed to develop methods of teaching reading by exploring the impact of phonemic awareness and recent brain research regarding the relationships between learning, the mind, and the processes of language acquisition and its use. The course focuses on developing a student's understanding about language and its associations with oral and written communication skills, reading, comprehension, and interpretation, as well as the implementation of questioning techniques that use higher learning skills. Integrating all of the language arts into teaching reading will be practiced through lesson plan preparation and instructional delivery in the classroom. Some observation in an external classroom is required.

***Prerequisite**: TED 241 Methods of Teaching Bible I.*

TED 311 Curriculum and Instruction

3 credits. Fall.

This course is designed to provide an understanding of curricular materials with a view toward their application and implementation in classroom instruction. The course concentrates on the identification evaluation, selection, organization, and utilization of instructional materials, environmental resources, and technological methods with an emphasis on classroom adaptation, best practices, and curricular assessment. Laboratory and field experiences are required.

***Prerequisites**: TED 111 Philosophy of Education, TED 241 Methods of Teaching Bible I, and TED 222 Practicum I.*

TED 321/341 Reading Methods I

3 credits. Fall.

A course designed to teach students to utilize a balanced program of phonics, semantics and syntactics in teaching reading. Students will develop and teach lesson plans that demonstrate

this balance and the ability to integrate biblical concepts and principles in the teaching of reading.

***Prerequisites**: TED 252/262 Reading and Language and passing scores on PRAXIS I.*

TED 322/342 Reading Methods II

3 credits. Spring.

A course designed to teach a variety of methods for teaching reading, including basal texts, language experience, children's literature, whole language, etc. Students will demonstrate competency in selection and evaluation of materials as well as lesson planning that incorporates determining comprehension, flexible student grouping, cooperative learning, and meeting the academic reading needs of diverse populations.

***Prerequisites**: TED 252/262 Reading and Language and passing scores on PRAXIS I.*

TED 325/345 Teaching Science & Social Studies

3 credits. Fall.

A course designed to give the student a basic understanding of the content, materials, and skills appropriate for science and social studies instruction. Emphasis is placed on teaching by inquiry. Discovery learning is done through practical experiences, experiments, and projects. Students construct and present to the class units that incorporate methods demonstrating understanding of multicultural awareness and diversity of learning styles.

***Prerequisites**: TED 241 Methods of Teaching Bible I, a minimum of six hours of science and six hours of social studies, and passing scores on PRAXIS I.*

TED 332 History and Philosophy of Education

3 credits. Spring.

An advanced survey of the history of education from Socrates to the present as background for an in-depth consideration of philosophy of education. Students will consider the philosophical issues that impact education and will compare traditional and contemporary philosophies of education with biblical teaching. Teacher education students will explore the practical and philosophical implications for the teacher in public and private schools, on the teaching-learning process, and on the goals of education. Church education students will consider the same for education in the church.

***Prerequisite**: TED 111 Philosophy of Education or CHM 211 Educational Ministry of the Church. PRAXIS I not required.*

TED 421/441 Teaching Math

3 credits. Fall.

A course designed to introduce the teacher to the skills necessary to instruct young learners in mathematical concepts, computation, reasoning, and application. Students are exposed to the National Council of Teachers of Mathematics Standards. The ability to use hands-on materials and concrete methods of instruction will be demonstrated by preparing and teaching lesson plans that incorporate both.

***Prerequisites**: TED 241 Methods of Teaching Bible I, a minimum of six hours of college math, and passing scores on PRAXIS I.*

TED 422 Teacher Practicum II

2 credits. Fall.

A field experience that is designed to provide a smooth transition into the final field experience of student teaching. Students are assigned to a classroom teacher to observe and assist as an aide in instructional and non-instructional activities. A minimum of 50 hours of classroom participation will be documented. Attendance at seminars is also required. (A lab fee is required for this course.)

***Prerequisites**: TED 241 Methods of Teaching Bible I, TED 222 Practicum I, TED 465 Classroom Procedures and a minimum of 12 hours of methods courses.*

TED 431 Teaching Exceptional Children

3 credits. Spring.

A general introduction to the field of exceptional children, identifying their characteristics and needs, and determining teaching strategies to aid them in the learning experience. This course is designed to help the regular classroom teacher with the referral process needed to assist children. Two different field observations are required.

***Prerequisites**: TED 111 Philosophy of Education, TED 331 Educational Psychology, and passing scores on PRAXIS I.*

TED 442 Teaching Music – Elementary

3 credits. Fall.

Students will study effective teaching methods for the general music, choir, and instrumental classes in the elementary classroom. They will be introduced to the Kodaly and Orff methods of teaching rhythm and melody, will be introduced to various musical instruments and resources, and will develop a comprehensive general education music curriculum for Kindergarten-6th grades. They will also study and learn how to select appropriate choral and instrumental music for the elementary music program.

***Prerequisites**: TED 111 Philosophy of Education, MUS 321 Music Theory & Skills IV, and passing scores on PRAXIS I.*

TED 443 Teaching Music– Secondary

3 credits. Fall.

Students will study effective teaching methods for the general music, choral, and instrumental classes in the secondary school. They will discuss appropriate learning techniques for students in the middle-high school age group and will also study and learn to select appropriate music for the secondary choral and instrumental programs.

***Prerequisites**: TED 111 Philosophy of Education, MUS 321 Music Theory & Skills IV, and passing scores on PRAXIS I.*

TED 451 Tests and Measurements

3 credits. Fall.

A course designed to introduce the prospective teacher to the instruments used in assessing student achievement within the classroom. Test preparation, construction, administration and grading, applying basic statistics, and understanding standardized tests are emphasized. The student is also introduced to the basics and ethics of testing.

***Prerequisite**: MAT 231 Mathematics for the Liberal Arts or MAT 223 Introduction to Statistics.*

TED 465 Classroom Procedures

3 credits. Fall.

A course in classroom leadership and management, teacher expectations and etiquette, and routine instructional procedures. Particular attention is given to training prospective teachers in biblically based discipline techniques, establishing proper student decorum in the classroom, developing student assessment and grading techniques, documenting students' work, working with colleagues, and conducting parent-teacher conferences. Some field experience is required.

***Prerequisite**: TED 241 Methods of Teaching Bible I.*

TED 491 Student Teaching

12 credits. Spring.

A semester-long program of supervised classroom participation, observation, and classroom teaching in Bible Education, Early Childhood, or Elementary Education, Elementary Physical Education, or Music Education. The student teacher's performance is monitored and evaluated regularly by a WBC faculty supervisor and assigned to the direct supervision of a master teacher in an external classroom. The student teacher will gradually take full responsibility for teaching students in the regular classroom. The student teaching experience covers a minimum of twelve weeks in the external classroom; weekly seminar

participation is also required. (A lab fee is required for this course.)

***Prerequisites**: Completion of all methods courses and passing scores on PRAXIS II.*

THEOLOGY

THL 105 Introduction to Theology
3 credits. Spring.

An introduction to theology, its purpose and method. The course focuses on the theological areas of Bibliology and Theology Proper and will survey key historical and biblical themes. The student will be equipped to do theological research using appropriate sources and methods. This course is a prerequisite for Intermediate Theology I and II.

THL 204 Apologetics
3 credits.

Designed to generate confidence concerning the Christian faith through a rational defense and response to the anti-Christian objections. Attention is given to a variety of Christian evidences that support the claims of Christianity. The course covers four areas of study: fundamental, historical, philosophical, and pragmatic apologetics.

THL 210 Contemporary Theological Issues
3 credits. Spring.

Teaches discernment of contemporary theological issues such as the woman's role in ministry, chain of command, charismatic theology, baptism and ordinances for youth, music styles, media choices, career choices, sexuality, and homosexual lifestyles.

THL 221 Ethics
3 credits. Fall.

A study and evaluation of various Christian and non-Christian ethical systems, with application of Christian ethics to contemporary issues in personal and social ethics.

THL 311 Intermediate Theology I
3 credits. Spring.

Builds on the method introduced in Introduction to Theology through focused study of the doctrines of Anthropology, Christology, and Pneumatology.

***Prerequisite**: THL 105 Introduction to Theology.*

THL 312 Intermediate Theology II
3 credits. Spring.

Builds on the method introduced in Introduction to Theology through focused study of the doctrines of Hamartiology, Soteriology, Ecclesiology, and Eschatology.

***Prerequisite**: THL 105 Introduction to Theology.*

THL 402 Eschatology and Revelation
3 credits. Spring.

An exegetical and theological study of prophetic revelation, both Old and New Testaments, with special attention given to Revelation. The underlying hermeneutics of Covenant and Dispensational Theology, the Kingdom program, death, the resurrections, and the eternal destinies are given extensive consideration. Finally, the major views regarding the rapture of the Church, the Tribulation, the Second Coming of Christ, and the Millennium are evaluated.

***Prerequisites**: BIB 101 Bible Survey, BIB 111 PBI I Epistles, and nine hours of theology.*

THL 405 Advanced Theology
3 credits. Spring.

Upper-level students are allowed to focus on research and critical analysis of selected key contemporary issues in theology.

***Prerequisites**: THL 105 Introduction to Theology and either THL 311 Intermediate Theology I or THL 312 Intermediate Theology II.*

YOUTH MINISTRY

YMI 111 Introduction to Youth Ministry
3 credits. Fall.

Presents an overview of youth ministry. Students will develop their own youth ministry mission statement as they survey various philosophies of ministry and learn those principles necessary to establish and maintain a ministry to adolescents.

YMI 223 The Personal and Private Life of a Leader
3 credits. Spring.

Designed to explore the call and character of a leader, especially the youth leader. Emphasis will be given to integrating foundational leadership principles and addressing the problems and pitfalls of youth leaders. Students will learn to incorporate the spiritual disciplines in their daily lives.

***Prerequisite**: YMI 111 Intro to Youth Ministry.*

YMI 321 Cross Cultural Youth Ministry
3 credits. Fall.

An investigation of contemporary American youth culture and the cultural dynamics that affect today's youth. Students will explore the unique needs, characteristics, and issues facing adolescents and will consider ways to equip them to live as fully devoted followers of Christ. Emphasis will be given to learning to minister to youth effectively in the ever-changing environment of 21st century life. Students will be challenged to move outside their "comfort zones."

***Prerequisite**: YMI 111 Intro to Youth Ministry.*

YMI 324 Youth Ministry Organization and Planning
3 credits. Spring.

Students will study the planning and implementation of ministry strategy. Programming aspects of the large meeting, small group meeting, activities, special events, camping, and missions projects will be examined and attention given to programming for the spiritual development of youth.

***Prerequisite**: YMI 111 Intro to Youth Ministry.*

YMI 394 Communicating with Today's Youth
3 credits. Fall.

Students will acquire the specific knowledge and skills necessary in communicating biblical and spiritual truth to youth through a variety of contemporary teaching tools and experiences in a way that is relevant to contemporary youth. Special emphasis will be placed upon the development and delivery process.

***Prerequisite**: YMI 111 Intro to Youth Ministry.*

YMI 395 Counseling Today's Youth
3 credits. Spring.

Students will learn counseling principles and techniques and explore ethical and legal issues related to counseling adolescents. Special emphasis will be given to helping the at-risk adolescent, as well as ways to guide adolescents and their families as they face such contemporary issues as divorce, sexuality, unplanned pregnancy, chemical abuse, boundaries, parental roles, single parenting, sibling relationships, respect, independence, career planning, and goal setting.

***Prerequisites**: YMI 111 Intro to Youth Ministry, YMI 394 Communicating with Today's Youth.*

YMI 491 Youth Ministry Internship
3 credits.

The internship provides hands-on experience in working with youth in a supervised field experience at an approved site. The student will learn how to program and develop leadership aspects of youth ministry in real life.

***Prerequisite**: YMI 111 Intro to Youth Ministry, 15 hours of youth ministry-specific course work, and permission of the department chair.*

YMI 494 Professional Orientation to Youth Ministry

3 credits. Spring.

A capstone course designed to equip the student in developing a master plan for ministry. Development of skills in the areas of personal and ministry organization including special emphasis on leadership, time management, volunteers, budgets, administration and legal issues, working with a pastoral staff and congregation, denominational issues, and identity. This course is taken in the student's last semester after completion of the internship and all other youth ministry courses.

***Prerequisites**: All youth ministry courses including internship.*

Faculty and Academic Administration

WBC ACADEMIC ADMINISTRATION

George M. Harton, Th.D.

President *of WBC/CBS/Equip Institute*, *2011–*
Grace Baptist Church, Bowie, Associate/Executive Pastor, 2007–2011
Capital Bible Seminary, Academic Dean, 1994–2007
Capital Bible Seminary, Professor of Practical Theology, 1981–2009
Church Planting, 1977–1981
Calvary Independent Bible Church, Pastor, 1971–1977
Northgate Bible Baptist Church, Assistant Pastor, 1969–1970
Th.D., Dallas Theological Seminary, 1981
S.T.M, Dallas Theological Seminary, 1979
M.Div., Grace Theological Seminary, 1969
Moody Bible Institute, 1965–1966
B.A., Princeton University, 1965

Edward M. Curtis, Th.D.

Academic Dean of Undergraduate Studies
Th.D., Dallas Theological Seminary, 1986
Th.M., Dallas Theological Seminary, 1979
B.A., Calvin College, 1975

Brian P. Smith, M.Div.

Dean of Students, 2011–
Program Director, Sports Ministry 2009–
Director of Athletics, Athletic Trainer, 1994–
Associate Director of Admissions, Capital Bible Seminary, 1989–1992
M.S., Sports Studies, United States Sports Academy, 2006
M.Div., Capital Bible Seminary, 1989
B.S., Ursinus College, 1985

WBC FULL-TIME FACULTY

Philip G. Béna, M.A.

Associate Professor and Program Director, WBC Department of Psychology and Counseling
Member, American Association of Christian Counselors
Pastor of Inreach, Grace Bible Church of Seabrook, MD
Advisory Board Member, Bowie/Crofton and Severna Park Pregnancy Clinics
M.A., Bowie State College, 1983
B.A., Washington Bible College, 1980
Diploma, Shenandoah Bible College, 1979

Linda Loring, Ph.D.

Associate Professor, Education
Ph. D., instructional design for online learning, Capella University, 2008
Advanced Certificate, online learning, Capella University, 2001
M.A., English Bible, Capital Bible Seminary, 1986
M.Ed., Health Education, Towson University, 1980
Diploma, Health Records Administration, USPHS Hospital, 1973
B.A., Education, University of Maryland, 1972

Carl E. Sanders, II, Ph.D.

Associate Professor and Chair, Bible and Theology Department
Ph.D., Dallas Theological Seminary, 1995
S.T.M., Dallas Theological Seminary, 1985
M.Div., Central Baptist Theological Seminary, 1983
B.A., Pillsbury Baptist Bible College, 1980

Brian P. Smith, M.Div.

Athletics
Dean of Students, 2011–
Program Director, Sports Ministry 2009–
Director of Athletics, Athletic Trainer, 1994–
M.S., Sports Studies, United States Sports Academy, 2006
M.Div., Capital Bible Seminary, 1989
B.S., Ursinus College, 1985

Ok Cha Soh, Ph.D.

Associate Professor: Dept. of Psychology/Counseling and General Education.
Director of International Students
President, Washington Coalition for Comfort Women Issues, Inc., 2000–2008
Author, "Forced Prostitution in Times of War and Peace," article on U.S. congressional legislation regarding "Comfort Women," 2007
Publisher and Chief Editor, "Quarterly News" of the Washington Coalition for Comfort Women Issues, Inc., 2000–2008
Visiting Professor, Yeon Byun University of Science and Technology, China, 1994–1997
Ph.D., Union Institute, 2000
M.A., Capital Bible Seminary, 1994
M.A., Bowie State University, 1993
B.A., Washington Bible College, 1990

WBC ADJUNCT FACULTY

Andrew C. Arnold, M.A.

Remedial English
M.A., Journalism, Regent University, 2002
B.S., University of Maryland, 1986

Jedidiah K. Blake, Th.M.

English
M.A., University of Louisville, 2008
Th.M., The Southern Baptist Theological Seminary, 2005
M.Div., Midwestern Baptist Theological Seminary, 1998
B.A., The Baptist College of Florida, 1995

Terri Brodt, M.S.

Methods of Teaching Reading and Special Education
M.S., Special Education, Johns Hopkins University, 2006
Graduate Certificate in Advanced Methods of Differentiated Instruction, Johns Hopkins University, 2004
B.A., General Studies, University of Arizona, 1983

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Bible/Theology (WBC) and Systematic Theology (CBS)
Th.M., Capital Bible Seminary, 2009
M.Div., Capital Bible Seminary, 2004
M.S., University of Illinois at Champaign-Urbana, 1982
B.S., United States Military Academy, 1971

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Bible/Theology
Th.M., Theology, Capital Bible Seminary, 2009
B.Mus., Performance, Philadelphia Biblical University, 2006
B.S., Bible, Philadelphia Biblical University, 2006

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Bible, Church History
D.Min., Howard University, 1996
Th.M., Dallas Theological Seminary, 1988
M.A., Dallas Theological Seminary, 1987
B.A., Washington Bible College, 1982

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Bible/Theology
Ph.D. Provisional Candidate, Baptist Bible Seminary, 2011–present
Th.M., *Summa Cum Laude*, Capital Bible Seminary, 1992
M.Div., *Summa Cum Laude,* Capital Bible Seminary, 1987
B.S. University of Maryland, 1977

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Marketing Concepts and Application, Organizational Behavior
M.B.A., University of Missouri at Kansas City, 1986
B.S., United States Military Academy, 1974

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English
Ph.D., University of Maryland, 1998
M.A., University of Alabama, 1988
B.S., Louisiana State University, 1986

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Sports
M.P.S, Bowie State University, 2007
B.S., Norfolk State University, 2004

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Bible/Theology/Philosophy/Ethics/History/Adult Degree Completion Program (ADCP)
Th.M. (Greek), Capital Bible Seminary, (ongoing)
M.Div. (General Studies), Capital Bible Seminary, 2009
M.A.B.S. (Bible), Capital Bible Seminary, 2004
B.A. (Bible), Washington Bible College, 1999
A.A. (Bible), Washington Bible College, 1989

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Missions
M.Div., Grace Theological Seminary, 1976
B.S., Princeton University, 1972

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Music – Voice
M.M., Peabody Conservatory of Music, 1991
B.F.A., Alliant University, 1983

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Bible/Theology
Registrar, Washington Bible College/Capital Bible Seminary
M.Div., Capital Bible Seminary, 1994
B.A., University of Pittsburgh, 1987

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Bible/Theology
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Th.M., Dallas Theological Seminary, 2007
B.A., Campbell University, 2003

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Bible
Masters in Religious Education, Liberty Baptist Theological Seminary, 2011
B.S. in Bible, Lancaster Bible College, 2005
Certificate in Biblical Studies, Washington Bible College, 2003

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Psychology/Counseling
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Business/Mathematics
M.C.E., Civil Engineering North Carolina State University, 1978
M.B.A., Management, Pepperdine University, 1977
B.S.C.E., Civil Engineering, University of Maryland, 1971

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Greek Grammar
Th.M., Capital Bible Seminary, 2010
B.S., Baptist Bible College, 2002

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Music–voice
G.R.S.M., Advanced Degree in Vocal Pedagogy, The Royal Schools of Music, England, 1973
A.R.M.C.M., Performer's Degree, Voice, The Royal Northern College of Music (R.N.C.M.), England, 1973
A.R.M.C.M., Vocal Pedagogy Degree, R.N.C.M., England, 1972
A.R.M.C.M., Piano Pedagogy Degree, R.N.C.M., England, 1972

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Education
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B.S., Elementary Education, University of Maryland, 1971

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Bible/Theology
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Council Member, The Gospel Coalition
Author: *Where Are All the Brothers? Straight Answers to Men's Questions About the Church* (Crossway).
Contributor: *Don't Call it a Comeback: An Old Faith for a New Day* (Crossway)
Contributor: *Glory Road: The Journeys of Ten African Americans Into the Reformed Faith* (Crossway).
Th.M., Dallas Theological Seminary, 1997
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Art/Youth
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B.S., University of Maryland, College Park, 1984

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Bible/Theology/Speech
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Th.M., Capital Bible Seminary, 1966
B.A., Washington Bible College, 1963

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Bible/Theology
Ph.D. studies, Baltimore Hebrew University, 1994–1999
M.A., Jewish Studies and Biblical Literature, Baltimore Hebrew University, 1994
Hebrew and Theological Studies, St. Mary's Seminary and University, 1984–1986
Th.M., New Testament and Greek, Capital Bible Seminary, 1972
B.A., Bible and Missions, Washington Bible College, 1968

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Bible/Theology
Th.D., Trinity College and Seminary, 1988
Th.M., Trinity College and Seminary, 1986
M.S.L., Trinity College and Seminary, 1985
B.A., Washington Bible College, 1970

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Bible/Theology/Ethics/Leadership
D.Min.(Candidate), Dallas Theological Seminary, 2012
Th.M., Dallas Theological Seminary, 1999
B.S., Columbia Bible College, 1994

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Adult Degree Completion Program
M.A., Capital Bible Seminary, 2007
B.A., University of Maryland, 1988

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Psychology/Counseling (WBC and CBS)
Psy.D., Pillsbury Seminary, 2006
M.A., Capital Bible Seminary, 2003
B.A., Washington Bible College, 1999
A.A., Community College of the Air Force, 1994

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Psychology/Counseling
Ph.D., Higher Education, Azusa Pacific University, 2012
M.A., Clinical Psychology, Wheaton College, 1998
B.S., Psychology, Liberty University, 1996

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Bible
M.Div., Columbia International University (Columbia, SC), 2008
B.A., Washington Bible College, 1990

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Basic Math
M.Ed., Education, Regent University, Chesapeake Beach, MD, 2010
M.A., New Testament, Capital Bible Seminary, Lanham, MD, 1997
B.S., Computer Info. Systems, University of Minnesota, Moorhead, MN, 1994
B.S., Math, Belhaven University, Jackson, MS 1983
Teacher Certification, Mosoriot Teachers College, Eldoret, Kenya, 1974

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Teacher Education
M.Ed., Regent University, 2005
B.S., Baptist Bible College, 1991

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Music–piano, organ
M.S., Financial Management and Accounting, University of Maryland University College, May 2012 (in progress)
D.M.A., University of Maryland, 1995
M.M., East Carolina University, 1980
B.A., Rollins College, 1977

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American History, World History
M.Ed., University of Maryland, 1972
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Policy on Disclosure of Student Records

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records, and FERPA requires that institutions adhere strictly to these guidelines. Consequently, it is the policy of Washington Bible College/Capital Bible Seminary (1) to permit students to inspect their education records, (2) to limit disclosure to others of personally identifiable information from education records without students' prior written consent, (3) to provide students the opportunity to seek correction of their education records where appropriate, and (4) to inform students of their right to file complaints against the school if educational records are disclosed in violation of FERPA.

I. DEFINITIONS

"Student" means an individual who is or who has been in attendance at Washington Bible College/Capital Bible Seminary and for whom the institution maintains educational records. It does not include any applicant for admission to the institution or anyone who participated in the non-credit adult education, continuing education, or correspondence program. "Education records" include those records that contain information directly related to a student and that are maintained as official working files by the institution. "Record" means any information maintained in any way, including but not limited to:

- Handwriting
- Computer media
- Print
- Video or audio tape
- Film
- Microfilm and microfiche

A. The following are examples of education records:

1. Academic/Enrollment Information — Application for admission, transcripts from institutions previously attended, and ongoing academic and biographical records;
2. Student Account Information — Student accounts receivables, charges, and credits;
3. Financial Aid Information — Financial aid applications, needs analysis statements, and awards;
4. Resident Life Information—Students' housing records

B. The following are not education records:

1. Records about students made by instructors, professors, and administrators for their own use and not shown to others;
2. Campus security records maintained solely for law enforcement purposes and kept separate from the education records described above;
3. Employment records, except where a currently enrolled student is employed as a result of his or her status as a student;
4. Records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment.
5. Records that contain only information relating to a person's activities after that person is no longer a student at the institution (e.g., alumni records).

II. STUDENT ACCESS TO RECORDS

It is the policy of Washington Bible College/Capital Bible Seminary to permit students to inspect their education records.

A. Right of Access

Each student has a right of access to his/her education records, except confidential letters of recommendation received prior to January 1, 1975, and financial records of the student's parents.

B. Waiver

A student may, by a signed written statement, waive his/her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. The Institution will not require such waivers as a condition for admission or receipt of any service or benefit. If the student chooses to waive his or her right of access, he or she will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time, and the revocation will apply to all subsequent recommendations but not to recommendations received while the waiver was in effect.

C. Locations of Education Records

1. Academic/Enrollment Records — Offices of the Registrar, Academic Dean, Department Heads, Academic Advisers
2. Student Account Records — Student Accounts Office/Business Office
3. Financial Aid Records—Financial Aid Office
4. Resident Life Records—Office of Student Life and Development

D. Procedure

Students should submit to the appropriate office (see above) written requests that identify the record(s) they wish to inspect. The College/Seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College/ Seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The Institution will comply with a request for access within 45 days. In the usual case, arrangements will be made for the student to read his/her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his/her records by paying reproduction costs/transcript fees. No copies of any transcripts in the student's records other than the student's current Institutional transcript will be provided. Official Institutional transcripts (with College/Seminary seal) will be provided for a fee.

III. LIMITED DISCLOSURE

It is the policy of Washington Bible College/Capital Bible Seminary to limit disclosure of personally identifiable information from education records unless it has the student's prior written consent, subject to the following limitations and exclusions.

A. Directory Information

Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name
- Address
- Telephone listing
- E-mail address
- Date and place of birth
- Photograph
- Major field of study
- Full- or part-time status
- Class
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received, including dates
- Previous educational institutions attended

1. This information may be disclosed unless, within four weeks of the first day of the semester in which the student enrolls each school year, the student files written notice requesting the Institution not to disclose any information. This notice must be refiled annually in the fall within the above allotted time period to avoid automatic disclosure of directory information. The notice should be filed with the Registrar's Office.
2. The Institution will give annual public notice to students of the categories of information designated as directory information.
3. All requests for non-disclosure of directory information will be implemented as soon as publication schedules will reasonably allow.

B. Prior Written Consent

A student's prior written consent is required before the institution discloses non-directory information, except as indicated below.

1. Prior Consent Required

   The Institution will not release personally identifiable information in education records or allow access to those records without prior consent of the student. Each written consent must include the following elements:

   Specification of the records to be disclosed;

   The purpose of the disclosure;

   The identity of the party or class of parties to whom the disclosure is to be made;

   The date;

   The signature of the student whose record is to be disclosed.

   A copy of the record disclosed will be provided to the student upon request and at his or her expense.

2. Prior Consent Not Required

   Prior written consent is not required when disclosure of education records is made directly to the following parties:

   The student or other school officials where there is a legitimate educational interest.

   Officials of other schools in which a student seeks or intends to enroll or is enrolled. Upon request, and at his or her expense, the student will be provided with a copy of the records that have been transferred;

   Authorized representatives of the Comptroller General of the U.S., the Secretary of Education, the Secretary of the Department of Health and Human Services, the Director of the

National Institute of Education, the Administrator of the Veterans' Administration, but only in connection with the audit or evaluation of federally supported education programs, or in connection with the enforcement of or compliance with Federal legal requirements relating to these programs. Subject to controlling Federal law or prior consent, these officials will protect information received so as not to permit personal identification of students to outsiders and destroy such information when it is no longer needed for these purposes;

Authorized persons and organizations that are given work in connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions;

State and local officials to which such information is specifically required to be reported by effective state law adopted prior to November 19, 1974;

Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information will be destroyed when no longer needed for these purposes;

Accrediting organizations for purposes necessary to carry out their functions;

Parents of a student who is a dependent for income tax purposes. • Appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals;

Officials of the judicial system in response to a court order or subpoena.

C. Record of Disclosures

The Institution will maintain with the student's education records a record for each request and each disclosure, except for the following:

1. Disclosures to the student himself/herself;
2. Disclosures pursuant to the written consent of the student (the written consent itself will suffice as a record);
3. Disclosures to instructional or administrative officials of the Institution;
4. Disclosures of directory information.

This record of disclosures may be inspected by the student, the official custodian of the records, and other institutional and governmental officials.

IV. HOW TO CORRECT EDUCATION RECORDS

It is the policy of Washington Bible College/ Capital Bible Seminary to provide students the opportunity to seek correction of their education records.

A. Request to Correct Records

A student who believes that information contained in his or her education records is inaccurate, misleading, or in violation of privacy or other rights may submit a written request to the Office of the Registrar specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the person responsible for any amendments to the record in question. Within 45 days of receipt of the request, the Institution will decide whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and will be advised of the right to a hearing. He or she may then exercise that right by written request to the Office of the Registrar.

B. Right to a Hearing

Upon request by a student, the Institution will provide an opportunity for a hearing to challenge the content of the student's records. A request for a hearing should be in writing and submitted to the Office of the Registrar. Within 30 days of receipt of the request, the student will be notified in writing of the date, place, and time of the hearing. Generally, the hearing will be held a maximum of 45 days from the receipt of the request.

1. **Hearing.** The hearing will be conducted by an Institutional official who does not have a direct interest in the outcome. The student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
2. **Decision.** Within a reasonable period of time after the conclusion of the hearing, the Institution will notify the student in writing of its decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the Institution decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the Institution will amend the records accordingly.
3. **Comments/Statements of Disagreement.** If, as a result of the hearing, the Institution decides that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the Institution will inform the student of the right to place in his or her record a statement commenting on the information and/or explaining any reasons for disagreeing with the Institution's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

V. RIGHT TO FILE COMPLAINT

It is the policy of Washington Bible College/ Capital Bible Seminary to inform students of their right to file complaints against the school if educational records are disclosed in violation of FERPA. A student alleging Institutional noncompliance with the FERPA may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Federal Return of Title IV Funds Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60 percent of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100 percent of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds.

Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)